Position Title: Vice President for Finance and Administration

Department: Finance and Administration

Position Status: Full-Time

Directly Reports To: President of the College

Classification: Exempt

Thaddeus Stevens College of Technology, seeks a committed, visionary, experienced leader to serve as Vice President of Finance and Administration (“VPFA”). This position serves as the CFO of the College. Reporting to the President and serving as a member of President’s Executive Leadership Council, the position provides strategic leadership and direction in the administration of financial and facility operations. The Vice President supervises and directs all activities of the Business Office, Computer and Network Services, Security& Safety, Human Resources, and Facilities. The Vice President for Finance and Administration must value and appreciate diversity, in action as well as thought.

The VPFA is Thaddeus Stevens College of Technology’s chief financial and business officer, providing leadership to ensure effective stewardship of Thaddeus Stevens College of Technology’s physical and financial resources. The VPFA oversees Thaddeus Stevens College of Technology’s financial functions, including but not limited to budgeting, accounting, financial reporting, financial planning and strategy, asset management, and risk and liability management. The VPFA is also responsible for a range of administrative functions including but not limited to the operation and maintenance of Thaddeus Stevens College of Technology facilities, construction projects, Information Technology, sustainability, fleet management, and purchasing.

As part of the President’s Executive Leadership Council, the VPFA is part of a collaborative and innovative leadership team guiding Thaddeus Stevens College of Technology consistent with our Mission and Values. The VPFA will contribute strategic thinking, wise counsel, and effective management to Thaddeus Stevens College of Technology, and serve as a positive influence on Thaddeus Stevens College of Technology’s culture.

The chosen candidate must be an effective leader of people, and must exhibit the ability to develop leaders, address and manage personnel problems, and contribute to a growing, vibrant, thriving organizational and institutional culture.

Thaddeus Stevens College of Technology is a residential, two year technical college that serves economically disadvantaged as well as tuition-paying students. The college prepares students for skilled employment in a diverse, ever-changing workforce and for full, effective participation as citizens of the community, the Commonwealth, and the nation. Committed for over a century to lifelong learning, inclusiveness, and community outreach, Thaddeus Stevens College of Technology dedicates itself to the development of Pennsylvania's technical workforce. For information about the college, visit our web site at www.stevenscollege.edu.

Note: This job description indicates in general the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required. An incumbent may be asked to perform other duties as required.

Essential Functions: Knowledge and skills necessary to perform the position include but are not limited to, the following:

* Serve as integral member of the President’s Executive Leadership Council and be a key partner to the President
* Provides leadership and direction to Thaddeus Stevens College of Technology Business Office, Computer and Network Services, Security & Safety, Human Resources, and Facilities departments
* Oversee facilities operations, building maintenance, custodial services, and grounds keeping activities and ensure work completed to established standards
* Act as a key partner in academic and departmental planning, including budget planning
* In concert with the President, direct and lead Thaddeus Stevens College of Technology’s overall budget strategy and provide the President and key stakeholders budget recommendations, forecasting, detail, and analysis
* Responsible for planning, preparation, supervision, and presentation of the College’s annual budget to President and the Board of Trustees
* Develop and communicate Thaddeus Stevens College of Technology budget protocols
* Execute financial reporting in accordance with current standards
* Develop long-term financial policies and strategies
* Lead annual planning and promote service excellence for Business and Finance Office
* Maintain Thaddeus Stevens College of Technology’s official fiscal and accounting records
* Provide general supervision of fiscal reporting, accounting, and budgetary control functions
* Analyze income and expenditures and recommend budget revisions
* Recommend accounting procedures and supervise auxiliary fund accounts
* Serve as a liaison between external auditors and governmental agencies
* Collaborate with the President’s Executive Leadership Council members in aligning financial management, short and long-term financial planning, and projections with Thaddeus Stevens College of Technology’s overall operational goals
* Oversee long-term budgetary planning, resource use, debt management, facilities management, information technology, and investment opportunities
* Report budgetary information to President, Cabinet, and Board of Trustees
* Maintain and foster positive working relationships with Thaddeus Stevens College of Technology’s banking and lending partners
* Oversee Thaddeus Stevens College of Technology audits and coordinate activity with Thaddeus Stevens College of Technology’s audit firm(s)
* Oversee facilities master planning, major renovations, and new construction as required including related project financing
* Act as integral participant in development of Thaddeus Stevens College of Technology capital project program
* Develop policies and procedures for the procurement of goods and non-personnel services.
* Provide leadership and guidance to ensure the campus-wide technology strategy is responsive to the needs of the college community
* Other duties as assigned

Knowledge, Skills, & Abilities:

* Demonstrated understanding and experience of fiscal management, fund accounting, financial reporting, budget preparation, and control in a private education institution
* Ability to communicate effectively with a variety of constituencies including administrators, faculty, staff, students, Board of Trustees, and external public
* Experience as an effective leader with significant budgetary and organizational responsibilities
* Demonstrated understanding of academic/higher education institutions
* Strategic planning and organizational management skills
* Ability to work collaboratively, independently, and within a diverse environment
* Extensive knowledge of state and federal financial reporting requirements and operations
* Knowledge of appropriate computer applications and software

Education and Experience:

* Master’s degree in business administration, finance, accounting or an equivalent combination of education and work experience beyond the bachelor’s degree required
* Expertise in understanding business and financial operations including the budget process and fund management, facilities, and information technology required
* At least ten (10) years of work experience with extensive progressively demanding levels of fiscal management responsibilities required
* Minimum seven (7) years of progressively responsible management/supervisory experience directly related to administrative, business and/or financial expertise required
* Five (5) years experience with an institution of higher education in budget management/endowment management strongly preferred
* Current CPA licensure in good standing preferred
* Executive level experience in higher education management preferred

Work Environment: This job operates in a professional office environment and routinely uses standard office equipment such as a computer, phone, and copier.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is largely a sedentary role; however, some filing and movement is required. This would require the ability to lift files and file boxes, open filing cabinets, walking, and bending or standing as necessary.

APPLICATION PROCESS: Application materials must include a cover letter, a current resume, and academic transcripts. Send applications to Heather Burky, Attention: Vice President of Finance and Administration, Thaddeus Stevens College of Technology, 750 East King Street, Lancaster, PA 17602 or burky@stevenscollege.edu. Applications will be reviewed upon submission and postings will remain open until the positions are filled. Thaddeus Stevens College of Technology will give priority to applications received by February 5, 2021.

Thaddeus Stevens College of Technology is an Affirmative Action and Equal Employment Opportunity Employer. Women and minorities are encouraged to apply. For information about the college, visit our web site at www.stevenscollege.edu.

***This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.***