



Vice President of Administration and Finance Job Description

Job Title: Vice President of Administration and Finance
Job Class: Administrative - Executive Administration
Department: Administration
Reports To: President
FLSA Status: Exempt
Compease: Grade 17
Approved By: President
Approved Date: 11/30/23

I. Position Purpose

The Vice President of Administration and Finance (VPAF) is responsible for planning, organizing, and supervising the administrative operations of the College in support of the institution's vision and mission. The VPAF provides leadership and direction in innovation, planning, policy development, fiscal and physical plant operations, logistics, auxiliary services, governance and compliance. The VPAF manages administrative functions and the execution of contracts and legal matters in the interest of the College. The VPAF manages employee relations, talent acquisition, benefits administration, position classification and compensation, employee evaluation and professional development. The VPAF works with the Chief Financial Officer to ensure the investment and distribution of college funds in accordance with the Ohio Revised Code for both the College and the College's Foundation.

II. Duties and Responsibilities

ADMINISTRATIVE AND FINANCIAL MANAGEMENT. The VPAF manages the efficient and effective use of the college's fiscal, physical, administrative and auxiliary resources. The VPAF manages policy, contracts, legal matters, and serves as the primary liaison with external agencies relative to finance, health insurance, facilities, and auxiliary services. The VPAF works with the Chief Financial Officer in the management of finances, capital investments, and budget development and management for both the College and its Foundation. The VPAF works with administration in the management of report preparation and submission for the Department of Education, Ohio Department of Higher Education, state auditor, and other federal, state and local agencies.

HUMAN CAPITAL: TALENT ACQUISITION & RETENTION: The VPAF will provide strategic direction on the development of effective staffing, training, compensation, and benefit programs that support the College's mission and vision. The VPAF manages Human Resources and works with the director to train and consult supervisors regarding employee relations, evaluation, resolution of employee performance and conduct issues, and other employee-related needs. The VPAF supports employee and leadership development by providing training opportunities.

LEADERSHIP: The VPAF leads and evaluates the performance of assigned areas including the Business Office, Human Resources, Facilities and Safety, Information Technology, and auxiliary services. The VPAF supervises the Director of Human Resources and ensures compliance with all laws affecting employees/employment including, but not limited to, the Americans with Disabilities Act, the Fair Labor Standards Act, the Equal Pay Act, the Family and Medical Leave Act, Title VII of the Civil Rights Act, Immigration Reform and Control Act, and college policies; and support HR in providing a cost-effective benefits program for college employees. The VPAF supervises the Director of Facilities and supports safety and security, building and capital construction projects, funding, improving efficiencies, compliance, and reporting related to safety. The VPAF supervises the information technology staff to provide secure technology services, institutional research and



reports, application development, and process improvement strategies. The VPAF serves on community, state, and College committees.

OPERATIONS AND COMPLIANCE: The VPAF develops, reviews, and administers contracts between the College and external entities. The VPAF advises the President on operational matters and manages the development and execution of contracts, agreements, and special projects. The VPAF assists in the development and execution of the College's strategic plan, including professional development of employees and successful planning to ensure the College achieves its mission, vision, and goals.

PROFESSIONALISM AND QUALITY CUSTOMER SERVICE: The VPAF will demonstrate professionalism and provide quality customer service in accordance with the College's values. This includes maintaining positive working relationships, confidentiality, effective communication, accurate records, and an organized and safe working environment. Additionally, it includes exhibiting flexibility, a willingness to learn, ability to change, and maintaining current technology skills.

III. Qualifications – Education, Experience, and Skills

- Minimum of a Master's degree in an accounting, finance or business field, CPA preferred, from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.
- Minimum of six years of senior-level experience in government accounting or financial management and administration, preferably in higher education.
- Skill set to include strength in governance and compliance, budgeting, operating efficiencies forecasting and strategic planning. Experience in higher education is preferred.

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA)