



WEST VIRGINIA STATE
UNIVERSITY



Vice President Business and Finance

West Virginia State University

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, racially integrated and multi-generational institution serving approximately 3,514 students. The University is a community of students, staff, and faculty committed to academic growth, service and preservation of the racial and cultural diversity of the institution. WVSU offers 23 undergraduate and six graduate degrees through its four colleges. WVSU competes in athletics at the NCAA Division II level in five men's sports and five women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

As a direct report to the President and a member of the President's Executive Cabinet, the Vice President for Business and Finance serves as the chief financial officer and is responsible for the management of University-wide financial functions including budgeting, construction, auxiliary activities, and procurement as well as investment and asset management. The Vice President serves as the head of the Division of Business and Finance which oversees the following operations: Budget and Planning, Accounting, Auxiliary Services, Comptroller, Contracts and Grants, Facilities, Public Safety, Purchasing, and the Cashier's Office. The Vice President works closely with deans, faculty and senior administrators throughout the university to develop strategies to strengthen its business, financial and administrative policies and plans to achieve its goals in support of its academic, research, professional education and service missions. This position is a key strategic and managerial role at West Virginia State University.

This is an at-will, essential, FLSA exempt, full-time, benefits eligible position.

Responsibilities for the Vice President

Provides the overall direction and drives the strategy for the following areas:

Facilities: ensures the success of facilities operations, master planning and construction, engineering, landscape and natural resources, resource management, utilities and energy services and sustainability initiatives for all university campuses and facilities.

Campus Services: Management and operations of business and auxiliary services and enterprise business partnerships and contracts including parking and transportation services, dining and vending, campus bookstores, banking, retail operations and card services.

Public Safety: Functions that ensure the safety of WVSU's campus and facilities including the WVSU Department of Public Safety, Security Management, and Emergency Management. This position will be responsible for bringing together units that are deeply committed to supporting the mission of the university with a sharp focus on operational excellence and service. In addition, this position will play a critical role ensuring the success of enterprise-wide projects, including the implementation of a new university budget model and new enterprise resource planning system.

Business and Finance: Lead the overall activities of the finance team throughout the school to complete major financial deliverables, such as annual budget preparation, day-to-day fiscal transactions, internal financial audits, payment to vendors, financial reporting, bond financing issues, cash management, investment and loan oversight. This includes managing internal controls to mitigate risks; creating and presenting financial reports to internal and external parties; ensuring the accounting records of the University are up-to-date and accurate; and safeguarding the assets of the University to minimize the risk of financial loss.

The Vice President must partner effectively with the senior leaders across the University and think creatively to identify opportunities that maximize the financial and operational efficiencies of programs and services, provide analysis of strategic initiatives, and initiate and manage the change required to realize these efficiencies, while ensuring the University's continued financial stability. This role will be critical to advancing the President's goal of improving administrative infrastructure and systems that drive efficiency and effectiveness so the university can reinvest savings in the academic enterprise, while identifying new and sustainable funding streams.

The Vice President will serve as the executive liaison to the Finance Committee of the WVSU Board of Governors and will be responsible for providing transparent and timely information to ensure the Board is able to fulfill their fiduciary responsibilities. The Vice President is also expected to build strong relationships with the WVSU Board of Governors, legislators, and Governor's staff to communicate information related to the University's finances, audit and compliance, management of capital assets, and strategic initiatives that add value to the institution, community, and state.

This position may include other responsibilities as assigned

Education and Experience Required

West Virginia State University requires an earned MBA/Ph.D./BS or equivalent experience. Previous senior level leadership experience and an active or previous CPA is preferred. The Vice President will possess a combination of strong business credentials, skills, and experience, an appreciation for West Virginia State's mission and a demonstrated understanding of meeting state mandates and governance structure. Candidate should have a track record of leadership with

forward thinking organizations that have shown the ability to differentiate themselves. A reputation for success in partnering with a collaborative, yet independently operating leadership team that is transforming the campus is critical.

Salary Statement

Salary will be commensurate with education and experience.

To Apply

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references, etc.) by September 28, 2020. All requested information must be submitted for your application to be considered.

Please submit application materials via email, mail or in person to: hr@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 105 Cole Complex
Institute, WV 25112

Contact

For further information regarding application procedures, you may contact Human Resources at (304) 766-3156 and/or hr@wvstateu.edu.

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Justin Cherry at 304.766.3156 or Justin.Cherry@wvstateu.edu.