

Vice President for Finance, Administrative Services/CFO
Alcorn State University

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Downloaded On: May. 19, 2024 10:11am

Posted Apr. 26, 2024, set to expire Aug. 26, 2024

Job Title	Vice President for Finance, Administrative Services/CFO
Department	Office of the President
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Apr. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Vice-(President/Provost/Chancellor)
Academic Field(s)	Financial Planning/Budget Management
Job Website	https://jobopps.alcorn.edu/postings/7072

Apply By Email

Job Description

The incumbent, working under the direct supervision of the University President/IEO, serves as the university's Chief Financial and Fiduciary Officer, providing leadership and administrative oversight for financial, administrative services and operational units of the institution.

Knowledge Skills and Abilities

- Demonstrated knowledge of and skills in fund accounting, cash flow management, investment of funds, budget preparation and management, both long-and-short term institutional financial planning, budget projects, and bond funding.
- Knowledge of unit, departmental and university policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various

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situations.

- Thorough knowledge and understanding of the institution's mission.
- Supervisory skills, particularly leading a team of professional staff.
- Ability to interpret and enforce university policies and procedures.
- Leadership and Communication Skills: Guidance of institution-wide development and strategic planning Developmental of Finance, Administrative Services mission, vision, and principles.
- Skilled at directing capital improvement initiatives.
- Skilled at providing collaborative leadership.
- Ability to communicate well with key stakeholders to effect long-term planning and to secure organization position and resources.
- Excellent oral and written communication skills to convey ideas, facts, and information effectively and accurately to administration, faculty, staff, students, and the general public.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments; comply and enforce policies, procedures, and instructions.
- Ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to use independent judgment and discretion.
- Ability to perform executive or expert professional work to establish policy, long-range plans, and programs.
- Ability to identify finding sources and allocate funds.
- Ability to analyze complex human relations situations accurately and resolve problems expeditiously.
- Ability to make administrative/procedural decisions and judgments.
- Analytical skills, particularly regarding budget/finance, risk analysis, compensation and benefits.
- Ability to set strategic direction regarding use of financial, physical, and human resources of the institution.
- Ability to develop and implement administrative policies and procedures.
- Equipment and Software: Ability to utilize current university and/or department information technology, including but not limited to Microsoft Office, Outlook, Canvas, etc.; and office machines.

Essential Job Functions

- Advises the President/IEO and other administrators regarding the financial operations of the university.
- Oversees the daily operations of the departments/offices of Finance, Business Office, Center for Information Technology Services, Human Resources Management, Budgeting, and Auxiliary

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Services.

- Interprets and maintains awareness of federal and state laws and regulations and the Board of Trustees of the Mississippi Institutions of Higher Learning's policies regarding the use, disbursement, and accounting for all funds allocated to the university.
- Develops and implements policies and policies pertaining to university business operations.
- Monitors and analyzes monthly operating results against overall budget.
- Supervises and coordinates the management of all activities related to the distributions of all Title IV funds.
- Coordinates financial audits and provides recommendations for procedural improvements.
- Oversees the budgeting process.
- Establishes and oversees self-supporting auxiliary operations in support of the university's mission.
- Ensures economical services are provided to faculty, students, students, and the community.
- Provides overall leadership and direction for the development and maintenance of the university's technology resources.
- Develops the information required for administrative reports and distributes the information to the President, other administrators, employees, and others, as required.
- Ensures that university accounts payable are paid in a timely manner.
- Works actively with other areas of the university to ensure a spirit of university-wide collaboration, collegiality, civility, and teamwork.
- Provides flexible responsive and high-quality customer service to all served by the university, and continuously assesses processes and procedures, revising as indicated.
- Actively supports the teaching and learning process by working to create and support a student-centered environment.
- Serves as a member of the President's Cabinet and Executive Council.

Qualifications

Master's degree in Business Administration, Management, Accounting, or related discipline.

Contact Information

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Contact

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