

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

Direct Link: <https://www.AcademicKeys.com/r?job=230623>

Downloaded On: May. 9, 2024 9:35am

Posted Feb. 13, 2024, set to expire Jun. 14, 2024

Job Title	Vice President for Finance, Administrative Services and Operations/CFO
Department	Office of the President
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Feb. 13, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Vice-(President/Provost/Chancellor)
Academic Field(s)	Business & Administration Financial Planning/Budget Management
Job Website	https://jobopps.alcorn.edu/postings/6961
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.

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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, Facilities Management, Center for Information Technology Services, Campus Police, Emergency Services, Human Resources Management, Budgeting, and Auxiliary 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, related discipline.

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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

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