



JOB ANNOUNCEMENT

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE,
a public, state supported comprehensive institution, serving the six county district
(Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

Chief Financial Officer

Position: Full-time with Benefits; Non-Classified
Location: Moorefield Headquarters

The Chief Financial Officer is responsible for maintaining the financial integrity of the institution. The individual leads and manages the financial operations including budgets, purchases, revenues, expenditures, assets, liabilities, fund balances, payroll, student accounts, finances of capital projects, and financial audits. This position requires a thorough understanding of the regulations and procedures pertaining to each of above listed areas. This non-classified position serves at the will and pleasure of the President and is responsible for oversight of all institutional finances and fiscal operations.

Responsibilities:

- Supports the President in planning and managing the operations of the college and advises the President on the legal aspects of fiscal operations.
- Maintains confidentiality of information.

Financial

- Serve as the chief financial officer with responsibilities for the receipt of all income, payment of all obligations and development and implementation of required finance, business and administrative process improvements and policies for the effective use of resources in accordance with federal, state, institution regulations/policies and accounting policies/procedures.
- Maintain an accurate accounting system and supervises the accounting for all funds under the control of the college.
- Supervise and manage the collection, accounting, and disbursements of all institutional funds; prepare and preserve the proper financial records; and prepare financial reports as required.
- Manage daily expenditures including payroll, payroll benefits, taxes, vendor payment, travel/employee reimbursement, intra-governmental payments and similar obligations.
- Maintain a chart of accounts and accounting system(s) utilizing various software applications for preparation of various accounting and analytical reports suitable for presentation to Legislature, Board of Governors, internal constituents, various auditors and others. Preparation of financial and other types of reports as needed in an accurate and timely manner.
- Supervise the work of staff supporting the Finance area. Meet on regular basis with managerial staff to provide an avenue for communication, input, and involvement with the President's Cabinet.

Budget

- Responsible for the development and implementation of the operating budget of the college including preparation of the final budget for submission to the President. Responsible for the administration of the approved budget.
- Direct the annual budget development process to include the preparation of enrollment, fee schedule and revenue estimates, the development of staffing and compensation plan recommendations and strategies for the most efficient allocation and use of all financial resources available to the college.
- Responsible for the development and implementation of financing plans, maintaining budgetary and control activities necessary for capital projects and major renovations.
- Prepare and administer budgets; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures; Identify and pursue alternative funding sources.

Purchasing and Reporting

- Oversees the requisition process and the approval of purchases—equipment, supplies, and properties for the college; legal documentation and notices; competitive bidding procedures and coordinate college auxiliary enterprises.
- Oversee the state purchasing card system.
- Coordinate the preparation and analysis of monthly, quarterly and annual financial reports. Prepare financial reports as required by the Board of Governors and state offices.

Audits

- Coordinate the annual audit, including review and analysis of financial statements and implementation of auditor's recommendations.
- Coordinate and respond to purchase card, legislative and purchasing audits.
- Coordinate and respond to periodic financial audits. Serve and participate on various college and external committees as assigned and serve as a member of President's Cabinet.

Facility Management

- Oversee the facility planning and maintenance operations of the college to include anticipating and identifying long term facility needs, implementing specific renovation, remodeling and new construction projects, developing funding strategies and working with administrators to identify college maintenance issues and developing plans to address them as well as supervise and manage facility and custodial staffing.

Insurance/Risk Management

- Oversee the insurance and risk management activities of the college to protect against potential risks and ensure an active loss control program.

Strategic Planning

- Participate in strategic planning activities and developing goals and objectives, representing the college on statewide committees and projects as assigned by the President.

Auxiliary

- Develop contracts with college partners, vendors and for other related services.

Accreditation

- Oversee the planning, organization, direction and supervision of individuals responsible for the operation of auxiliary enterprises.

Foundation and WORCS

- Serve as an advisor to the President regarding Foundation Board projects.
- Manage financials for Foundation and WORCS in accordance with federal, state, institution regulations/policies and accounting policies/procedures.
- May be assigned other duties as necessary.

Requirements:

Skills:

- Computer skills including word, spreadsheet, database and presentation are expected.
- Student Management system (i.e. Banner, Datatel or other) experience is preferred.
- Communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and harmonious working relationships with others.

Knowledge of:

- community college mission.
- state and federal laws and regulations related to accounting and audit procedures.
- management principles and practices related to accounting principles.
- community and business relations.

Ability to:

- provide professional leadership and direction for the college's finances.
- manage budgeting and analyze financial data.
- adapt and work in higher education environment.
- exhibit strong interpersonal and leadership skills.
- view the goals and needs of the Foundation within the context of the goals and needs of the college as a whole.
- select, supervise, train, and evaluate staff.
- recommend and implement goals, objectives, and practices for providing effective and efficient services.
- prepare clear and concise administrative and financial reports; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of college goals.
- research, analyze and evaluate new service delivery methods, procedures and techniques; interpret and apply federal, state, and local policies, procedures, laws and regulations.
- Possess sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, and ethnic background of community college students and personnel.

Qualifications:

Education

Master's Degree is required in business, accounting, or related field of study.

CPA license may be given preference. Position will be required to audit and interpret accounting procedures, rules and regulations.

Work Experience

Over five (5) years of executive level experience in accounting or financial management.

At least three (3) years of experience in two other business functions including auditing, purchasing, asset/liability management, inventory control, payroll, student accounts, or other closely related business functions.

At least five (5) years of supervisory experience. Experience in database management for business functions such as BANNER.

An equivalent combination of education and related experience may be acceptable.

Resume review begins ASAP!

Submit current resume and three 3 professional references (names, addresses and phone numbers). Mail to:

Carlos Gutierrez, Director of Human Resources
Eastern West Virginia Community & Technical College
316 Eastern Drive
Moorefield, WV 26836

Or carlos.gutierrez@easternwv.edu

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