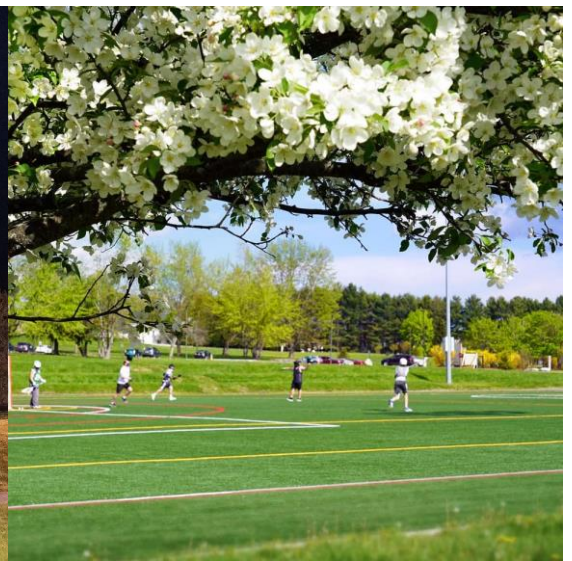


Vice President for Finance and Administration

Reporting to the President, the Vice President for Finance and Administration assumes general responsibilities for the leadership, strategic planning and management of the University's financial and accounting affairs, technology services, safety & security, and auxiliary operations. Auxiliary operations include food and vending services, facilities management, contract management, building construction and renovation, energy management, campus support services and the University Store. The Vice President for Finance and Administration serves as Treasurer of Husson University and in that capacity serves as a corporate officer to the University and operates in a fiduciary and an advisory role for the Retirement Plan. As well, the Vice President for Finance and Administration serves on the President's Cabinet and works closely with other cabinet members.

Responsibilities:

- Advises the President on university business issues and financial impact.
- Provides long-range financial projections and planning to assist in making sound fiscal decisions.
- Responsible for timely and accurate university budget and financial statements.
- Partners with university leadership to identify strategic fiscal opportunities.
- Coordinates and develops short-term and long-term financial planning strategies in support of the University's mission.
- Reviews and approves all procurement contracts.
- Ensures development, implementation, and oversight of programs, policies, and internal controls for improved efficiency, effectiveness, and performance.
- With direct reports as necessary, staffs the Finance, Auditing, Investment, and Building and Grounds Committees of the Board of Trustees, responsible for preparing related documentation for Board meetings.
- Adheres to and fosters high standards of ethical conduct, compliance with all applicable laws and regulations, and appropriate financial oversight and controls.
- Oversight of Financial Statement, Uniform Guidance, and Retirement Plan audits.
- Oversight of grant funding and disbursements.
- Coordinates new debt issuance and insures compliance with related agreements.
- Manages cash and endowment investments and banking relations.
- Provides supervision and guidance to direct reports in finance, safety and security, technology and auxiliary services
- Coordinates revenue bond issuance and retirements.
- Supports risk assessment and compliance as needed.
- Demonstrates effective leadership competencies to ensure accountability at high standards and team development.





EXPERIENCE:

- Master's degree required; CPA preferred.
- Minimum of seven (7) years of senior level experience as a financial and administrative executive required.
- Experience managing large budgets and portfolios.
- Experience with grant and federal funding a plus.
- Higher Education experience a plus.
- Proven strategic leadership experience.



PREFERRED CHARACTERISTICS:

- Understands and supports the vision, mission and strategic goals of the University.
- Able to communicate effectively throughout the University with internal and external individuals and/or groups.
- Knowledge of and ability to manage financial and administrative operations critical to a university setting.
- Ability to lead, develop and retain a professional staff that effectively manages the University's administrative and financial resources.



APPLICATION PROCESS

Husson University is being assisted by the partners of Hyatt-Fennell

Hyatt • Fennell
Executive Search

Applications and nominations should be submitted electronically to Husson@hyatt-fennell.com

Applications include a cover letter, current CV or resume and contact information for five professional references

Nominations should include name of nominee and current contact information

For additional information contact Cheryl Hyatt – chyatt@hyatt-fennell.com

or

Jack Calareso – jcalareso@hyatt-fennell.com

Applications will be reviewed as they are received and should be submitted prior to November 5, 2021 to receive full consideration.

All applications and nominations are considered highly confidential.

HUSSON
UNIVERSITY

Husson University recruits and hires for all positions without regard to race or color, sex, sexual orientation, gender identity or expression, physical or mental disability, religion, age, ancestry or national origin, genetic information or other status protected by law.