



POSITION SPECIFICATION DRAFT

CLIENT

Our client is a public, urban state university located on 161 picturesque acres in a residential community governed by a Board of Trustees appointed by the Governor of Illinois. The university opened its doors in 1867 and has grown to an institution with five colleges, Health Sciences, Arts and Sciences, Business, Pharmacy and Education offering 36 undergraduate and 19 graduate degree-granting programs. In addition, the university has a Division of Continuing Education and Non-Traditional Programs that reach out to the community with extension courses, distance learning and not-for-credit programs. Current student enrollment is nearly 7,200 and is an outstanding, nationally acclaimed university that provides a value-added education for all who enter its hallowed halls.

Position Title: Vice President of Administration and Financial Affairs

I. Position Summary

The Vice President for Administration and Financial Affairs is the Chief Financial and Administrative Officer for the University and reports directly to the President. The Vice President serves as the university's treasurer and the chief advisor to the President on financial matters. This position is responsible for the general supervision of the administrative and finance functions and for the fiscal management of the university's resources. This individual is also responsible for providing leadership, management and administration for the following departments: Accounts Payable, Cashier, Accounts Receivable, Auxiliary Services, Mail Operations, Central Stores, Payroll, Purchasing, Property Management, Bursar and Accounting. In addition, The Vice President has operational responsibilities for facilities management, operating, capital and financial services, contracting and purchasing services, financial services, maintaining an internal control system, development and preparation of monthly financial reports, fiscal policy development, direct financial investments and bond funding. This position also serves as the university's liaison with legal counsel, investment advisors, and external auditors and as a member of the President's Executive Council.

II. Primary Responsibilities/Accountabilities

- Responsible for the general supervision of the administrative functions of the university including financial policies and procedures, guidance to college and departmental finance liaisons; financial statements and the related internal and external reports; cash management and investments; payroll, accounts payable; restricted fund accounting and grantor billing; property accounting and asset management; federal and state reporting requirements and coordination of external audits; and facilities management
- Work closely and collaboratively with the senior university leadership in achieving the university's mission and goals and also maintain effective interactions with state higher educational officials, state government officials and legislators in order to secure maximum legislative appropriations for the University
- Assure enforcement and operation of a system of fund accounts in compliance with State of Illinois and Board of Trustees (BOT) regulations
- Respond to requests from the BOT, Illinois Board of Higher Education (IBHE), and other agencies for information on fiscal, administrative and other related matters
- Assist in the preparation and budget submittal to the university's BOT and IBHE and prepare budget for the division and its administrative units
- Oversee the preparation of special reports to the State Comptroller, IBHE and other state agencies, such as the Comptrollers Quarterly Report of Local Funds Receipts and Expenditures, Year End 1099 reporting, Reconciliation of Monthly State Comptroller Reports W-2 Payroll Quarterlies, etc.

Value-Added Leadership Talent

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- Work with external auditors and assist administration in preparation of agency response and presentation to the Legislative Audit Commission
- Keep President apprised of the reconciliation progress of audit findings and any irregularities related to the university's operations and provide fiscal advice when requested by university administrators
- Strengthen the university's relationship with state government, IBHE and businesses and nonprofit organizations in Chicago, the state and the nation
- Furnish routine and special reports to university administrative officers and the BOT and institute and enforce policies to ensure proper budgetary control of university funds
- Maintain and update the Accounting Procedures Manual; formulate, initiate, implement and interpret financial policies related to the operation of the unit
- Oversee financial aspects of unit management, including control of the budgets and allocation of resources

III. Knowledge and Background Requirements

- Undergraduate degree in accounting, advanced degree, MBA or MPA highly desirable, CPA
- Membership in National Association of College and University Business Officers (NACUBO) or other relevant professional associations
- Experience as a CFO for an institution of higher education
- Proven expertise in financial leadership and demonstrated success in executing strategies
- Knowledge of state and public colleges/universities financial management policies and procedures
- Experience in coordinating the preparation of financial statements, financial reports, special analyses and information reports
- Experience managing financial operations of a complex organization, cash management, property management and facilities management experience
- Strong leadership and team building skills with demonstrated ability to select competent people, mentor/coach subordinates, inspire innovation and manage resources to achieve goals
- Models the highest standards of integrity, respect for individuals, excellence and service to the "customer"
- Outstanding interpersonal and collaborative skills
- Active learner, self starter, high initiative level and positive attitude
- Excellent written and presentation skills
- Demonstrated principled leadership and sound business ethics, showing consistency among principles, values and behaviors
- Excellent project/program management skills

IV. Compensation

- Compensation is competitive for the experience and responsibilities outlined

V. Other Information

- A high visibility position
- Reports to the President
- Located in Chicago

VI. For further information, contact Peggy Jackson-Turner 800-518-1912, peggy@yngbloodexecsrch.com or Ava Youngblood 800-518-1912, ava@yngbloodexecsrch.com