

# Associate Vice President of Finance and Administration



**Department:** Finance and Administration

**Type:** Full-time, Administrative Staff

**Reports to:** Vice President for Finance and Administration

## **Function:**

The Associate Vice President for Finance and Administration assists the Vice President for Finance and Administration in providing oversight and coordination for the business, finance, and operational functions of the College. This position is an implementer of Departmental initiatives and projects to further organizational enhancement and efficiencies.

## **Responsibilities:**

Serve as advisor to and liaison for the Vice President for Finance on matters pertaining to the business and operations of the College

Represent Finance and Administration and Stephens College to various individuals, groups, organizations, and departments—both internal and external—and attend or lead meetings to further Finance and Administration's goals

1. Serve as advisor to and liaison for the Vice President for Finance on matters pertaining to the business and operations of the College
2. Represent Finance and Administration and Stephens College to various individuals, groups, organizations, and departments—both internal and external—and attend or lead meetings to further Finance and Administration's goals
3. Review and formulate suggestions for policies and procedures, purchasing, and agreement structures to ensure organizational effectiveness and sustainability
4. Assist with the planning, compilation, and development of the College's annual Operating Budget and serve as an ongoing resource for budget managers and departments to deliver on budgetary goals
5. Assist with risk management, coordinate annual insurance renewals, claim activities, and make recommendations for enhancement
6. Assist with the oversight of the campus's master facilities planning and physical assets—including strategic approaches to maintenance, capital projects, and renovation
7. Assist with review and negotiation of outsourced service contracts and monitor contract compliance.
8. Assist with projects and processes related to inventory management, Food Service/Conferencing, Auxiliaries, Human Resources, internal audits, and other areas within the scope of Finance and Administration
9. Other duties as assigned.

**Responsibility for Final Decisions:**

Tasks involve multiple procedures with interrelated processes or steps, interpretation of data and/or procedures to address problems or situations that are not clearly defined, development of techniques, formulation of concepts and procedures, direction and/or planning operations, management of programs, work units, and/or responsibility for analysis of major organizational programs and/or major problems.

Work involves choosing the appropriate option or procedure to follow and applying established rules and procedures, problem resolution requires experimentation, innovation and/or theory development, along with formulating policies and procedures.

Errors are readily detected in the normal course of work by standard check or crosscheck. Dependent upon the severity of the error, some cause little difficulty or loss of time to correct, while others may have a greater impact and result in losses in expenditures or working time.

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Work is performed independently and employee assumes direct accountability for work and independently resolves all associated problems except where the interpretation of law, policy, rule, complex procedure or request for exception is required.

**Minimum Qualifications:**

- Bachelor's degree in business administration, accounting, finance, or related field required. Master's degree preferred.
- Progressive experience required in a complex institutional setting, preferably in Higher Education and not for profit organizations.
- Must have the ability to articulate and implement the College's vision supported by division goals and objectives.
- Commitment to team-based management required.
- Seasoned financial leader of integrity, possess superior analytical, communication, and interpersonal skills; capacity to think strategically and creatively, possess a broad institutional perspective.
- Strong understanding necessary in information technology and campus services.

**Work Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed inside under normal office conditions and employee may be exposed to varying temperatures, occasional noise, mold and dust.

Work requires:

- Ability to lift/carry and push/pull a minimum of 10-50 lbs
- Use hands and fingers to type on keyboard.
- Basic reaching/handling of documents utilizing hands and arms.
- Stooping/kneeling and crouching/crawling is minimal.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made upon request regarding the work environment and physical demands to enable individuals with disabilities to perform the essential functions.

*Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and College-paid retirement plan.*

**Application Process:**

Qualified applicants must complete an on-line [Stephens College application](#) with the following:

- Cover Letter
- Resume
- Three References

Confidential review of materials will begin immediately and continue until the position is filled. Employment will require a criminal background check.

*Stephens College is an equal opportunity employer committed to diversity.*

**Smoke-free campus**

**About Stephens College:**

Stephens College ([www.stephens.edu](http://www.stephens.edu)) is the second-oldest women's college in the country. Recognized for excellence in the creative arts and health sciences, the College's 50-plus full-time faculty deliver more than 25 majors at the undergraduate level and three graduate programs (including a new Master of Physician Assistant program, and a low-residency M.F.A. in Television and Screenwriting, located at the Jim Henson Studios in Los Angeles). The College comprises three schools: the School of Creative and Performing Arts, the School of Design and the School of Health Sciences.

Stephens College is located at the center of downtown Columbia, Missouri, home to the University of Missouri, with a student enrollment of approximately 35,000. Columbia, with a population of about 115,000, is consistently rated as a top city in which to live because of its educational facilities, health care, cultural opportunities and cost of living.

Stephens College is a member of the American Midwest Conference of the National Association of Intercollegiate Athletics. Student-athletes compete in basketball, competitive dance, cross country, soccer, softball and volleyball. An esports team is also available.