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## Vice Chancellor for Administration and Finance

DEPARTMENT: Vice Chancellor for Administration and Finance

Employment Detail: Permanent, Full-Time

Applications received by March 31, 2017 will be guaranteed full review and consideration. Applications received after that date may be considered until an adequate applicant pool has been established.

### DUTIES:

The Vice Chancellor for Administration and Finance (VCAF) reports directly to the Chancellor, serves as a member of the Chancellor's cabinet, and the Executive Council. The VCAF provides leadership, vision and direction for the administrative functions of the campus, oversees the financial health of the organization and clearly communicates the financial position of the organization to the Executive leadership team and the Office of the Commissioner of Higher Education. The Vice Chancellor ensures that the institution protects its human, financial and physical resources. The Vice Chancellor oversees enrollment management functions of the campus.

- Duties and responsibilities include the following:
  - Those of the chief financial officer along with campus level program development, planning, and problem resolution and policy development.
  - Provides leadership, direction and information to the Chancellor and senior leadership regarding the state biennial budget and the university's annual budget allocations.
  - Leads and supervises the annual campus budgeting process for campus units in a transparent and inclusive manner.
  - Provides financial oversight and leadership to all campus units to ensure that growth opportunities are fiscally sound and are developed in accordance with all associated policies.
  - Provides written and oral financial reporting to campus governance groups and OCHE as needed.
  - Provides financial forecasts, capital budgeting, long-range development plans, and financial planning for major and minor projects.
  - Work with facilities staff to obtain information and make recommendations on capital projects.
  - Ensures recommended university policies and procedures comply with state statutes and Board of Regent policies. Develops and reviews campus-specific policies through collaboration with the Chancellor and senior leadership.
  - Fosters human resources management throughout the institution in concert with current best practices to improve recruitment, retention, employee development, employee engagement, and employee recognition.
  - Promotes and supports the university's commitment to equity, diversity and inclusivity among the campus community.
  - Oversee the development and maintenance of internal controls to safeguard the financial integrity of the university and ensure compliance with federal, state and system regulations and policies.
  - Performs annual evaluations and reviews of direct reports.
  - Performs other related tasks and responsibilities as assigned by the Chancellor.
  - Provides strategic leadership and direction to the University in all facets of the institutional initiatives related to enrollment management and recruiting functions.
- Functional areas of responsibility and oversight include budgeting, payroll, personnel, purchasing, accounting, institutional research, information technology, network and telecommunications, recruiting, risk management, facilities services, mail/copy center and Digger Card Center.

**REQUIRED QUALIFICATIONS:**

- Master's degree in administration or business-related field
- Minimum of six (6) years of progressively responsible senior leadership in a financial and administrative management role with increasing levels of demonstrated responsibility
- Demonstrated leadership in finance, budgeting and capital project planning
- Administrative and financial leadership experience within higher education setting or a comparable, large, complex organization
- Excellent interpersonal communication skills with an evidence of collaborative, ethical, team-oriented management and leadership style

**REQUIRED SKILLS:**

- Demonstrated technical knowledge and skill and expertise in financial management and service management.
- Demonstrated ability to be an active participant in planning and policy decision making in a campus environment.
- Knowledge of higher education organizations with the ability to establish good working relations with faculty, staff, students, alumni and other University groups.
- Familiarity with or ability to acquire familiarity with the rules, regulations, policies and laws governing receipt, expenditure and other management activities of state, federal, endowment and other funds.

**PREFERRED QUALIFICATIONS:**

- Seven to ten years of progressively complex and relevant leadership experience in higher education or an organization of comparable complexity.
- Thorough knowledge or extensive experience in public sector budget development and management, government and business accounting theory.
- Experience managing large facilities and involvement in capital project planning, financing and implementation.

To apply, please submit the following items:

1) Letter of application, 2) Resume', 3) Name and contact information for 3 professional references

**The items listed above should be sent or e-mailed to:**

Montana Tech Human Resources,  
1300 West Park Street,  
Butte, MT 59701

e-mail: [HumanResources@mtech.edu](mailto:HumanResources@mtech.edu) Phone: 406-496-4380 Fax: 406-496-4387

Any offer of employment is contingent upon a satisfactory criminal background check.

Montana Tech is committed to providing a working and learning environment free from discrimination. As such, the University does not discriminate in the admission, access to or conduct of its educational programs and activities nor in its employment policies and practices on the basis of race, color, religion, national origin, ethnicity, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political beliefs, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation or preference. In support of the University's mission to be inclusive and diverse, applications from qualified minorities, women, veterans and persons with disabilities are highly encouraged. Montana Tech makes accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. In compliance with the Montana Veteran's Employment Preference Act, Montana Tech provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. To claim veteran's preference please complete the employment (veteran's) preference form located on the employment page. To request an accommodation, contact Cathy Isakson 406-496-4380; [cisakson@mtech.edu](mailto:cisakson@mtech.edu)