



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Vice President Administration and Finance
POSITION NO.	501029
LOCATION	Primarily Warwick/Knight
REPORTS TO	President
GRADE	BOE 25
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Professional, technical and clerical support staff
LIMITATION (if applicable)	N/A
REVISION DATE	May 2022

JOB SUMMARY:

The College is seeking a bold and innovative leader who will work collaboratively with the CCRI leadership team to ensure dramatic increases in CCRI student success and equity over the next several years. Reporting directly to the President, the Vice President will serve as the college's Chief Financial Officer and leader of the business and administrative functions of the college. The Vice President will sit on the President's Senior Leadership Team. The VPFS will lead strategic financial management, human resources, public safety, and physical plant and capital projects for the college with a high degree of integrity, accountability and transparency. The Vice President is responsible for the leadership and oversight of the budget development process, budget analysis and management, accounting, payroll, auxiliary services, bursar, asset protection, and bond fund management. In addition, the Vice President will serve as the college's liaison to the Rhode Island Council on Postsecondary Education, Governor's Office and to elected officials regarding financial and administrative matters, and will advise CCRI's senior leadership team regarding laws, regulations and legislative processes affecting financial affairs. In addition, the VPFS will be responsible working with the Council on Postsecondary Education's Director of Labor Relations on the college's union bargaining processes and with the college governance process. This leader will be expected to higher education and community college best practices into the vision, strategy and practices of the division.

DUTIES AND RESPONSIBILITIES:

- Supervise and coordinate the College's Controlling Office, Human Resources, Business Office, Budget, Physical Plant and Capital Projects, Purchasing, Payroll, and Campus Police functions to achieve optimum efficiency and effectiveness in operations.
- Direct the overall development and organization of administration and finance functions to respond to and meet existing and prospective administrative needs of the College.
- Oversee formulation of College fiscal policy, including budget development, investment, long and short-term financing arrangements, debt management and business enterprise development
- Ensure legal and regulatory compliance regarding all financial functions, including maintenance of relevant documentation.
- Coordinate and direct the planning, financing and implementation of all College capital improvement, new construction, major renovations, facilities expansion and property acquisition to meet College needs, given existing financial constraints.
- Coordinate all College business and financial affairs functions with appropriate staff of the Council on Postsecondary Education and the State Department of Administration.
- Provide regular updates regarding administration and financial matters to the Council, Governor's Office, and elected leaders.
- Serve as the college's representative with collective bargaining units and during the negotiation process.
- Provide senior leadership support to the college's shared governance process.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree

- Minimum of ten years of progressively responsible senior level management experience in a large, complex organization
- Demonstrated expertise in fiscal management, regulatory compliance, human resources, facilities management, business services, project management and/or business enterprises
- Demonstrated strong commitment to diversity, equity, and inclusion
- Demonstrated understanding of and commitment to the academic and outreach mission, culture, and goals of a community college
- Demonstrated strong interpersonal and verbal communication skills
- Demonstrated proficiency in written communication skills
- Demonstrated ability to define goals clearly and to present complex information to various stakeholders
- Demonstrated strong working knowledge of financial and information technologies
- Demonstrated ability to work with diverse groups/populations

PREFERRED QUALIFICATIONS:

- Master's degree in a field related to the responsibilities of the position
- Demonstrated experience in higher education or non-profit or government
- Demonstrated knowledge, understanding and experience of major capital projects and campus master plans (including sustainability issues)
- Demonstrated experience in a collective bargaining environment
- Demonstrated experience in functioning effectively as a member of an administrative team responsible for progressive policy and change management
- Demonstrated leadership skills, including the ability to encourage the imagination and creativity of an empowered workforce
- Demonstrated accomplishment in guiding a large organization to the efficient accomplishment of goals in a manner compliant with required rules and regulations

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.