NOTICE OF VACANCY  
Roxbury Community College  
February 2014  
Roxbury Community College  
Application Deadline: Open Until Filled  
FY 14-16  
Non-Unit Professional, Full-time with Benefits  

VICE PRESIDENT, FINANCE

Roxbury Community College is the urban college that serves communities with predominantly minority and recent immigrant populations. As such, it proudly accepts its special responsibility to serve these communities with excellence. Roxbury Community College embraces the Efficacy Model, which holds that people of all races and cultures are capable of brilliance and that many important characteristics are neither fixed nor given but subject to development throughout life. The College continually strives not only to honor cherished traditional commitments, but also to be vitally responsive to new challenges and insights.

The Vice President, Finance plays a vital role in the College’s mission and vision of excellence as the Gateway to the Dream.

General Statement of Duties:

The successful candidate’s primary responsibility will be to provide leadership for business related services of the College including budget development, allocation and auditing of fiscal resources and overall management of fiscal activities dedicated to accomplish the College’s mission. He/she must be able to generate and maintain good interpersonal relationships with professional colleagues, the College community, and a diverse set of public entities; interpret the mission, educational role, and agenda of the College to diverse audiences; and assume leadership in promoting good public relations with College faculty, staff, students, and other state agencies. He/she must possess the ability to contribute towards a positive business climate and maintain an atmosphere of cooperation, good humor, sharing and tolerance.

The Vice President, Finance is responsible for the administration, supervision and control of financial and all other business-related services, including budget planning and development, and the implementation of the fiscal aspects of the strategic plan. She/he must maintain effective relationships with appropriate state offices, independent auditors, the Board of Trustees, and the Board of Higher Education. As a voting member of the President’s Cabinet, the Vice President is an active participant in planning, policy development and problem resolution at the institutional level. He/she must ensure compliance with all state and federal regulatory and funding agencies and the rules of accrediting bodies by continually monitoring the college’s fiscal operations, reporting, and resources.

The successful candidate will have experience and interest in the preparation and presentation of financial statements and departmental budgets; ERP systems, state-of-the-art systems knowledge; experience in fiscal, long-range and strategic planning; management experience directly related to the duties and responsibilities of the position and a proven track record of consensus building and working collaboratively throughout an organization.

Supervision Received: Vice President reports to the President, and serves as Chief Financial & Business Officer of the College. She/he is a voting member of the President’s Executive Cabinet.

Supervision Exercised: Manages Business Office, Budget/Reporting, Payroll, and all general college accounting functions.
Minimum Requirements:
(All candidates must have the legal right to work in the United States)
- Bachelors Degree in Business Administration/related field. Masters degree and/or CPA preferred.
- At least seven (7) years of management experience, preferably in public sector higher education.
- Demonstrated ability to develop, analyze and implement effective and innovative budget, financial and administrative strategies.
- Experience with capital planning, project development, and project management.
- Demonstrated ability to work and lead effectively in a collegial and participatory manner emphasizing team-building with all segments of the College community.
- Demonstrated appreciation for the academic environment, issues facing higher education, and the development of an ethnically and culturally diverse staff.
- Working knowledge of federal and state statutes and information systems applicable to financial and administrative functions of the College.
- Understanding of the role and mission of the inner-city community college in public higher education;
- Proficiency in oral and written expression.

Additional Desired Qualifications:
- Knowledge of the Commonwealth of Massachusetts statutes, financial and administrative infrastructure as they pertain to higher education;
- Experience with Jenebar as an administrative computer software package related to student accounts, accounting and management of the College.

Equivalency Statement:
Applicants who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position in order to receive further consideration.

Compensation:
Starting salary will be competitive and commensurate with experience and qualifications. The position includes a broad attractive benefits package.

Application Deadline:
This position is open until filled.

To Apply: To ensure full consideration, send your resume, a letter of interest, salary history, and three references, to:

Roxbury Community College
Human Resources Department, re: VP Finance
1234 Columbus Avenue
Roxbury Crossing, MA 02120
Email: jobs@rcc.mass.edu
Fax: 617-541-5365
For more information you may visit us at www.rcc.mass.edu or www.rcc.mass.edu/hr to find out more about employment at Roxbury Community College.

Appointment is subject to SORI (Sexual Offense Registry Information) background check, and a publicly accessible Massachusetts CORI (Criminal Offense Registry Information) background check.

Roxbury Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College’s Affirmative Action or Title IX Coordinator, the Equal Employment Opportunities Commission or the United States Department of Education’s Office for Civil Rights.