CAPE COD COMMUNITY COLLEGE
HUMAN RESOURCES OFFICE
508 362-2131 ext. 4306/4307

VACANCY NOTICE

DATE: June 22, 2005

POSITION: Vice President
Administration & Finance

Cape Cod Community College, a medium-sized, comprehensive public community college with a strong commitment to excellence, invites qualified applicants for the Vice President of Administration & Finance position.

The College was established in 1961 as a publicly-support institution. Its main campus is situated in the heart of one of the most popular recreational areas in the country on 116 acres of woodlands in the village of West Barnstable, Massachusetts. It is the only comprehensive, publicly-supported college in the region. The College is a dynamic center of learning and innovation and cultural enrichment offering an exceptionally high quality of education and training from a dedicated and highly qualified college faculty and administration. Its students regularly compete for admission to top tier universities, colleges and career placements. Cape Cod Community College offers associate degrees, 2+2 programs, certificate programs, special training for technical, business, and medical professions, credit and non-credit classes, a vigorous continuing education and workforce education program, and distance learning. Approximately 2,000 students are enrolled in its day programs and nearly 10,000 others are served through the various offerings in the Continuing Education, Extended Studies, and Workforce Education Programs.

GENERAL STATEMENT OF RESPONSIBILITIES:

Serves as the chief fiscal, administrative and business officer of the College. Oversees operations of the following functions at the College: Information Technology, Human Resources, Business Office, Facilities Management and Public Safety. Responsible for the administration, supervision and control of financial and all other business-related services, including the annual budget for consideration by the President, and maintains liaison with appropriate state offices and the Board of Higher Education. Coordinates the planning and implementation of all building construction, renovation and repair projects, and implementation of collective bargaining within the Administrative Services area.

SUPERVISION:

Reports to the President.

Exercises overall supervision of all administrative, professional and support staff in the Division of Administration and Finance.
EXAMPLES OF DUTIES:

1. Manages the office of Administration & Finance and the preparation of budget requests, financial reports and the expenditure of all funds.
2. Manages the development and operation of the financial reporting system for all College funds, the annual operating budget, capital equipment funds and the capital construction funds as allocated for approved projects.
3. Oversees the receipt and control of operating revenue, including student fees, charge-back claims, reimbursement claims, scholar incentive awards, trust funds, grants and loans from the state and federal governments.
4. Oversees the fiscal policies and control of funds.
5. Oversees the preparation of financial and statistical reports required by the President, the Board of Trustees, independent auditors and external agencies.
6. Assists in the preparation of financial data required by the College for long-range planning.
7. Formulates policies for the proper care and custody of buildings and equipment, and for equipment inventories and control.
8. Formulates policies for the development of all forms and procedures necessary for satisfactory financial accounting.
9. Oversees preparation of specifications for bids and procedures to be followed by competitive bidding at the College. Reviews bids for compliance with specifications; analyzes bids for cost and quality.
10. Oversees the preparation of standard service contracts for goods and services provided by vendors.
11. Through the Director of Human Resources, supervises the human resources, labor relations and payroll functions within the College.
12. Plans for, develops and promotes College information technology to provide high-quality academic and administrative computer services.
13. Oversees telecommunications for the College.
14. Oversees the operation of the bookstore, food service, day care center and other auxiliary services.
15. Oversees the professional development of the support staff of the College.
16. Oversees College security, including traffic and parking control.
17. Is a member of the President’s Cabinet and advises the President in formulating overall plans, policies and procedures for the execution of the goals and strategic planning of the College.
18. Assists the President in ensuring that the College is in compliance with all administrative rules and regulations as established by the College’s Board of Trustees, the Board of Higher Education and the state of Massachusetts.
19. In the absence of the President, may act as the chief executive officer of the College.
20. Serves on committees as assigned.
21. Other duties as assigned

QUALIFICATIONS INCLUDE:

1. Master’s Degree in business, accounting, management or a closely-related field.
2. Extensive senior level experience in a managerial capacity in an institution of higher education.
3. Demonstrated ability to develop, analyze and implement effective and innovative budget, financial and administrative strategies.
4. Demonstrated ability to work and lead effectively in a collegial and participatory manner emphasizing team-building with all segments of the College community.
5. Demonstrated appreciation for the academic environment and issues facing higher education.
6. Demonstrated commitment to the employment and development of an ethnically and culturally diverse staff.
7. Knowledge of federal and state statutes applicable to all financial and administrative functions of the College.
8. Understanding of the issues related to employee insurance and other risk management issues.
9. Working knowledge and understanding of the use and application of information system technology.
10. Understanding of the role and mission of the comprehensive community college in public higher education.
11. Demonstrated interpersonal skills.
12. Proficiency in oral and written expression.
13. Experience with methods and requirements of independent external audits by CPA firm.
14. Expertise with the use of current computer software.

ADDITIONAL DESIRED QUALIFICATIONS:

1. Experience with the application of “Continuous Improvement” methodologies to the administrative aspects of the College enterprise.
2. Knowledge of the Commonwealth of Massachusetts statutes, financial and administrative infrastructure as they pertain to higher education.
3. Experience in a community college setting.
4. Experience with college auxiliary services.
5. Experience in a collective bargaining environment.
6. Experience with the implementation of commercially available administrative computer software packages, especially those related to student accounts, accounting and management of the College.

COMPENSATION: Non-Unit Administrative Position
Competitive salary commensurate with qualifications and experience.
Includes participation in attractive employee benefits program.

REVIEW OF APPLICATIONS BEGINS:
Immediate need; applications reviewed upon receipt.
Position to remain open until filled.

APPLICATION PROCEDURE:
Submit letter of application with email address, resume, and a statement addressing the specific qualifications to:

Cape Cod Community College
Office of Human Resources
2240 Iyanough Road
West Barnstable, MA 02668-1599

Or email HR@capecod.edu
Please visit our Web Site at www.capecod.edu for information on Cape Cod Community College.

Cape Cod Community College practices non-discrimination in employment. We welcome applications from individuals who will enrich and contribute to the cultural and ethnic diversity of our College. We shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, sexual orientation, religion, genetic information or disability. Cape Cod Community College agrees to comply with applicable federal and state statutes, rules and regulations prohibiting discrimination in employment, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Massachusetts General Laws, Chapter 151B and all applicable administrative orders and executive orders.