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Idaho Falls, ID
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Non-Classified Opening

Vice President of Finance and Administration

Non-Classified Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be held the week of June 11, 2018 – interested candidates are encouraged to apply *as soon as possible*.

Salary Range: \$105,000 - \$120,000 Annually - Full Time plus competitive benefits

Location(s): Idaho Falls

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

GENERAL STATEMENT OF FUNCTION:

Responsible for all financial, accounting, facilities and business related functions at the College. Direct supervisory responsibilities for the business office, information technology office, physical plant department, bookstore, security contracts and cafeteria contacts. College Representative for the Board of Trustees with the College Finance Committee.

EXAMPLE RESPONSIBILITIES:

The major duties, responsibilities and accountabilities include but are not limited to the following:

- Establish, maintain and modify accounting systems or subsystems in accordance with generally accepted accounting principles and the government accounting standards board. Provide input into the selection, design, modification, and implementation automated accounting systems or sub systems. Develop and monitor internal control procedures.
- Serve as Financial Support to the Board of Trustees with College Finance Committee. Works closely with College Executive Liaison and College Legal Counsel in areas of: official documents, compliance with Idaho Code, trustee elections and various reports for the Board of Trustees, State Board of Education and State Departments.
- Serve on the President's Administrative Council (PAC) providing information and input as required in College governance, policy and strategy.
- Interpret and apply rules, regulations, policies and procedures in processing work, monitoring accounting transactions and in responding

to inquiries. Keep abreast of federal and state regulations governing state and federal accounting and budgeting issues.

- Supervise accounts payable, accounts receivable, information office, general ledger, and budgeting staff.
- Supervise the Manager of Physical Plant providing project input, approval and assistance.
- Manage contracts and delivery of services from bookstore, cafeteria and security contractors.
- Responsibilities include general supervision of the directors, ensuring grantees are financially sound, operate with College policy and procedures and comply with the overall mission of the college.
- Responsible for providing support to the Human Resource Office and Payroll Manager concerning software and compliance with IRS and Idaho state tax commission rules and regulations.
- In conjunction with the Human Resource Office, serve on the selection committee for health insurance carriers and benefits. Provide financial analysis of plans, coverages and budget projections.
- Responsible for developing all college accounts receivable policies and procedures including student payment policies, bad debt collection policies and procedures, holds and the dropping of students for non-payment.
- In conjunction with the Records Office, Financial Aid Office, Advising Office, Dean of Students and the Instructional Deans, work with students in solving non-instructional related problems and identify barriers to student success and customer service as they pertain to administrative policies, procedures and practices.
- Supervise the preparation of: financial reports, projections and schedules and advise management in areas such as current financial status, future budget needs; recommend action to be taken. Supervise the development, compilation and monitoring of budgets; initiate budget adjustments.
- Supervise the monitoring of cash flow and investments– project cash needs, request state and federal funds, and initiate payments from funding sources expenditures, as well as payments to contractors.
- Responsible for the preparation of college financial records for the annual audit.
- Responsible for the development, implementation and monitoring of internal control policies and procedures.
- Responsible for oversight of P-Card, PCI compliance and adherence to College policies.
- Responsible for the preparation and submission of the annual budget request for the College to the State of Idaho.
- Responsible for the preparation and submission of the annual budget for the Board of Trustees and work closely with the College Finance Committee.
- Responsible for the preparation, submission and presentation of the annual capital facilities request and preventative maintenance request to the Idaho State Division of Public Works and the Idaho State Permanent Building Fund Council.
- Serve as primary College contact for the college's insurance carrier concerning all property and liability related insurance issues.

- Serve as the primary College administrative contact on all building projects and related issues including the issuance of bonds, monitoring budgets, progress reports, problem resolution and property acquisition and sale.
- Administer bids and oversee the purchasing function of the college ensuring both pricing competitiveness and compliance with Idaho Code.
- Review contracts, leases, purchase agreements and grants and sign as appropriate. Ensure Board approval where required. Contact legal counsel or insurance agent as necessary concerning assistance in contract clarifications.
- Work closely with the Director of Technology concerning the campus ERP (Enterprise Resource Program) system, IT support, funding and purchasing of software, software maintenance and upgrades.
- Under the direction of the President, research, draft and assist in developing new legislation, changing existing legislation and responding to legislative requests.
- Responsible for ensuring all staff are properly trained including staff that collect and receipt money throughout campus and the outreach centers.
- Represent the College to external groups, business entities, government agencies, state legislators, locally elected officials and state officials. Work closely with other VP level colleagues from other high education institutions in Idaho.
- Perform other duties and special projects as assigned.

QUALIFICATIONS/SKILLS:

Applicant must possess:

- Demonstrated administrative and management skills including the ability to utilize judgment and make decisions based upon information available.
- Ability to supervise staff, work independently as well as on a team, organize and prioritize tasks, and assure all work is completed accurately within time allotted.
- Excellent organization skills.
- Demonstrated good people skills.
- Excellent oral and written communication skills.
- A working knowledge of government laws, accounting practices, grants, plus extensive experience in creating and managing budgets.
- Ability to prepare required financial and other reports, and meet deadlines in a timely manner.
- Knowledge and proficient skills in computerized accounting systems including enterprise management systems, electronic spreadsheets, word processing and other computer applications and software.
- Knowledge of payroll and personnel laws and regulations.

GENERAL REQUIREMENTS:

- This position requires a minimum of a bachelor’s degree with a strong emphasis in accounting with a preference for a CPA, MBA or equivalent education and experience. Practical experience or education that demonstrates competence in accounting practice, principles,

techniques and procedures is essential. Management experience supervising and evaluating staff and a track record of increasing responsibility for budgets and operations is essential.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- The Vice President of Administration is required to work a minimum of 40 hours a week. Additional hours may be required to fulfill the responsibilities of the position.

HOW TO APPLY:

Electronically submit a completed application packet **(in .pdf or Word format)** to hr@cei.edu. The application packet must include the following:

- State of Idaho Employment Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
- Cover Letter
- Résumé or VITA
- Unofficial Transcripts
- Three Professional References with direct contact information

Incomplete packets will not be accepted. Official transcripts required upon hire.

For additional questions contact: Human Resources at (208) 535-5495 or by email at hr@cei.edu

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.