Job Announcement

VICE CHANCELLOR OF FINANCE AND ADMINISTRATION

CLTCC serves ten parishes (Avoyelles, Catahoula, Concordia, Grant, LaSalle, Natchitoches, Rapides, Sabine, Vernon, Winn) in central Louisiana and has eight sites: 1) the Main Campus in Alexandria; 2) the Avoyelles Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena; 5) the Lamar Salter Site in Leesville; 6) the Natchitoches Site; 7) the Sabine Valley Site in Many and 8) the Ferriday Site. This position is domiciled at our Alexandria campus.

SUMMARY:

Reporting to the Chancellor, the **Vice Chancellor of Finance and Administration** is an administrative position responsible for managing the business and financial services of CLTCC.

PRIMARY DUTIES AND RESPONSIBILITIES

- Plans, organizes, controls and directs college-wide Finance and Administrative operations;
- Develops and updates the college's Finance and Administrative Services Strategic Plans and assures their integration with other major planning efforts within the college.
- This position will oversee Facilities, Financial Services, Risk Management, Human Resources and Information Technology services for CLTCC.
- Develops the budget for Finance and Administration that adequately supports the division services;
- Assures all financial and administrative practices and records of CLTCC comply with local, state, federal and accrediting body (COE, SACS, etc.) regulations;
- Ensures that CLTCC is in compliance with financial regulatory, legal, administrative, contractual, procedural, and accounting standards.

Required Knowledge, Skills and Abilities:

- Applicable laws, codes, regulations, policies, and procedures.
- Principles, theories, and concepts of financial management, forecasting, and debt administration.
- Principles of risk management.
- The Family Educational Rights and Privacy Act (FERPA)
- National and Regional Accreditation standards related to Finance and Administration.
- Federal, state and local laws, ordinances, codes, and regulations relevant to the financial management in Louisiana.
- Principles and practices of administration and supervision.

Required Minimum Qualifications:

- Bachelor's Degree in Business Administration, Accounting, Finance, Economics or related field from an accredited college or university.
- Five or more years of increasingly responsible administrative/supervisory experience at or above the Dean's or Director's level (or equivalent) providing strategic leadership, operational management and/or auditing oversight.
- Must be able to work collaboratively, harmoniously and cooperatively with faculty and staff.
- Proficiency in Microsoft applications (Word, Excel and PowerPoint)

Preferred Qualifications:

- Master's Degree in Business Administration, Accounting, Finance, Economics or related field from an accredited college or university.
- Seven or more years of increasingly responsible administrative/supervisory experience at or above the Dean's or Director's level (or equivalent) providing strategic leadership, operational management and/or auditing oversight.
- Currently licensed as a **Certified Public Accountant (CPA)**

Additional Requirements:

A valid Louisiana Driver's License (some travel will be required)
Proof of motor vehicle insurance

In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

Application Instructions:

Applicants for this position should submit:

1) A cover letter
2) Resume (to include date(s) of employment and date(s) educational degree was obtained)
3) Official college and university transcript(s) showing the awarded/conferred degree to meet educational qualifications. Unofficial transcripts are acceptable at application; however, original transcript(s) are due at hire
4) Names and contact information for three work-related references

Via email to: hr@cltcc.edu

Applications accepted until position is filled

Central Louisiana Technical Community College is committed to diversity and is an equal opportunity/equal access employer.