



NOTICE OF VACANCY

Vice President of Business Services

Reports To: College President

Description of Position: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse population and inclusive environment brings to a community college. The successful Vice President of Business Services (VPBS) will be an equity-minded individual committed to successfully fulfilling the institution's mission.

Reporting to the College President, the VPBS serves as the Chief Financial Officer and is responsible for maintaining effective and efficient business services operations. The VPBS helps evaluate proposed new initiatives and guides long-term financial planning within the scope of the college's mission, vision, and strategic plan.

A key member of the President's Executive Leadership Team, the VPBS works as part of a team to set the overall direction of the college. The VPBS consults with the members of the Executive Leadership Team on college-wide issues and works collaboratively to ensure that the college achieves its strategic and operational goals. The VPBS directs the activities of the business services functions with supervisory responsibility for financial and business services, budget preparation and management, contract administration, food services, bookstore, and asset management.

More specifically, the VPBS is responsible for the following:

Duties and Responsibilities:

- Actively participates as a member of the President's Executive Leadership Team and assists the President and other senior leaders in achieving priority institutional goals and strategies identified in the college's strategic plan;
- Advise the President in regard to financial and insurance matters and other matters as assigned;
- Analyze operational issues affecting particular organizational units and/or the entire college, and determine their financial impact;
- Assess and recommend appropriate changes in the departmental organizational structure, job content, and workflow to ensure the highest level of services to the college community;
- Continuously seek input and feedback from the Board of Trustees; administration, faculty and staff with an emphasis on service;
- Develop, maintain and monitor metrics, scorecards, surveys, standards, and procedures for delivering effective services to ensure alignment with the college's needs;
- Ensures the finance office procedures and systems, maintains records to support all necessary accounting controls, reports and services, and properly manages the custody of funds, investments, and other assets of the college;
- Evaluate and recommend appropriate policies and procedures to ensure the financial health of the college;
- Maintain a friendly and supportive atmosphere for students, faculty, staff, and the public;
- Maintain an understanding of current ideas/trends, research and best practices pertaining to the areas of responsibility for this position through continued study and participation in professional organizations;

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Steven J. Jones, Vice President of Administrative Services, Tanner Hall, Suite 202, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

DUTIES AND RESPONSIBILITIES (cont.)

- Monitors general economic, business, and financial conditions and their impact on the college's policies and operations;
- Oversee the development and implementation of all budgeting, forecasting, audit, accounting, purchasing and insurance activities of the college, and prepare long-range financial planning models to assist with decision-making;
- Oversee the development of the annual operating budget for the college and ensure all administrators with budgetary responsibilities are provided regular status reports; report any deviations or potential problems to the President and recommend corrective action;
- Oversee the college's risk management program for insurance coverage, claim avoidance, and develops programs for detecting, reporting, and reducing hazards in collaboration with the Vice President of Administrative Services;
- Play a key role in contract negotiations;
- Prepare budgetary items for consideration for board approval;
- Provide leadership for college-wide financial planning aligning budgets with the established institutional strategic goals, and assessing effectiveness of institutional resource distribution;
- Serve as a resource to the President and Board of Trustees to ensure the college's overall financial health and adequate internal controls;
- Serve as Chair of the Budget Planning Committee, and also serve on a variety of other committees as assigned;
- Serve as the college contact for state and federal agencies, district functions and local agencies in matters pertaining to college business service matters;
- Work in collaboration with the Vice President of Administrative Services to develop and maintain short- and long-range plans for renovation and construction; and
- Perform other related duties as assigned.

Physical Demand:

- May be required to travel (including but not limited to all MDCC locations).
- May require prolonged periods of viewing a computer screen.
- May be required to lift or carry up to 25-30 pounds.
- May be required to work some evenings and weekends.

Skills:

- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to multitask and possess initiative.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Dedicated to and appreciate the concept of the community college.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.

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Qualifications (required):

- Applicant must hold the minimum of a master's degree in Accounting, Business, Business Administration, Finance, or a related field from an accredited institution.
- Demonstrated experience and knowledge in using information technology in business applications such as Banner software.

Preferred Qualifications (but not required):

- Preference may be given to applicants with related work experience at the post-secondary level and/or a minimum of 5 years of progressive financial management experience.
- Preference may be given to applicants who hold a Certified Public Accountant (CPA) designation.

TERMS OF EMPLOYMENT

This is a full-time 12-month position.

SALARY

The salary offered will be based on education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (**online only**)
2. **Official** College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External – Until Filled

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