Title: Vice President of Business and Finance
Division: Administration
Status: Full time, Exempt, 12 month position
Supervision Received: President
Supervision Exercised: Business Office staff, Controller, Student Employees and Work Study Students

Job Summary:
The major responsibilities for the Vice President of Business and Finance include: 1) long-range financial planning and budget development; 2) management of fiscal and facility resources; 3) asset protection and risk management; 4) supervision of purchasing and contracted services and payroll; 5) compliance with all federal, state and county laws and institutional regulations, policies and procedures. The Vice President is the chief financial officer for the college and is responsible to the President for all business and fiscal affairs of the college. Working in support of the mission and goals of the college, he/she serves on the President's Executive Cabinet and on other college and community committees as requested by the President.

Employment with Dawson Community College:
Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, professionalism, and caring regard. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College and university policies and procedures and to promote the educational objectives of the institution. Respect creates an atmosphere conducive to learning. Respect, in this sense, is a minimum threshold for our interactions with each other. A higher threshold is a “caring regard” for the people with whom we work.

Professionalism at DCC includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect and “caring regard” for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of DCC job performance.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

Areas of Job Accountability and Performance:

Strategic Responsibility:
- To collaborate with the administration to develop a Division Strategic Plan that will enable the college to advance our strategic goals
- To 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
- To develop, maintain and monitor metrics, scorecards, surveys, standards, and procedures for delivering effective services to ensure alignment with the college's needs
- To foster and maintain a culture of service and accountability in all departments under the division of Business and Finance
- To continuously seek input and feedback from the administration, faculty and staff with an emphasis on service;
- To foster a culture of caring regard among direct reports and other college employees and students
- To keep the President and Board of Trustees informed of the institution’s financial performance and provide advice on all financial matters
To Review and make recommendations for new and/or revised policies related to college finances and administrative services

Areas of Accountability and Performance:

- Oversees all functions including, but not limited to, Finance, Accounting, Payroll and Controller
- Ensures that appropriate administrative and financial services are provided college wide to allow faculty and staff to fully serve students and fulfill the mission of the college
- Recommends and implements policies and operations for functions and services essential to supporting the College’s operating, auxiliary accounts and capital budgets in coordination with the President
- Oversees and manages audit functions ensuring compliance with federal and state guidelines
- Leads the annual budget development process, ensuring the institution has invoked governance in the development of funding priorities
- Serves as a resource to the President and Board of Trustees to ensure the College's overall financial health and to ensure adequate internal controls
- Maintains an internal control system to ensure that financial transactions are based upon established procedures as required by the United States government, the State of Montana, the college auditors and all Board and College policies and procedures
- Establishes sound projection models
- Provides leadership for college-wide financial planning aligning budgets with the established institutional strategic goals, and assessing effectiveness of institutional resource distribution
- Develops annual budgets by working with all departments
- Oversees and directs all budgeting, forecasting, audit, accounting, purchasing, real estate and insurance activities of the college
- 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
- Monitors general economic, business, and financial conditions and their impact on the college's policies and operations
- Analyzes operational issues affecting particular organizational units and/or the entire college, and determines their financial impact
- Understands and runs breakeven analysis on new proposed college-wide ventures
- Is familiar with and understands an aggressive growth model in higher education
- Evaluates and recommends appropriate policies and procedures to ensure the financial health of the College
- Regularly updates the President on the college's financial position and outlook
- Plays a key role in all negotiations
- Establishes and maintains strong internal control policies and procedures for fiscal affairs
- Leads and manages the achievement of current and long-term institutional plans for fiscal affairs
- Coordinates the procurement activities of the College to ensure compliance with budget and financial controls
- Collaborates with internal divisions and constituencies to prepare and maintain all correspondence, reports and studies related to the financial affairs of the college
- Forecasts capital requirements
- Oversees the implementation of the College’s Master Plan
- Supports ancillary services as needed in collaboration with Executive Team members
- Responsible for the security of the persons and property of the college.
- Represents the College and participates in legislative actions and fosters relationships with key performers of other community colleges, Board of Regents, state agencies and accreditation bodies; performs related duties as assigned
- Establishes strong community relationships with local area stakeholders
- Leads, coordinates and plans community events such as the annual Regatta, Community Picnic etc.
- Fulfills the obligations of a Campus Security Authority (CSA) as defined by the Clery Act. (A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the Clery Act, may receive and is required to report any criminal incidents brought to their attention to the Vice President of Academic and Student Affairs so that they may be included and published in the
college’s Annual Security Report. CSA’s are required to complete training on appropriately handling reporting crimes, victim relations and support, and related school policies.)

- Other duties as assigned

PERFORMANCE STANDARDS:

CORE COMPETENCIES:

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal effectively with frequent change, delays, or unexpected events.
- Attendance - Is consistently at work and on time.
- Business Acumen - Understands basic business practices and reporting hierarchy.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to decide; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing People - Includes staff planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, product and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems promptly; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Dress appropriately for workplace with frequent customer service interactions. Supports and promotes a positive image of Dawson Community College.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity Standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion - Provides an environment inclusive of all students, colleagues, co-workers and community members and supports underrepresented stakeholders.
- Assessment - Assesses annual performance and works closely with Supervisor.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

Reasonable Accommodations Statement
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.
Knowledge, Skills and Abilities:
Knowledge of: current practices in administration of community college operational areas and related support activities such as college personnel practices, budgetary management and operational program development. Ability to: assess college operational needs and develop responsive programs; manage staff in planning and delivering services; coordinate activities with a variety of college staff and departments; prepare and monitor budgets; communicate effectively orally and in writing; establish cooperative working relationships with persons contacted in the course of performing assigned duties.

QUALIFICATIONS:
REQUIRED
- Master's degree in finance, business administration, accounting or in Management with finance concentration from a regionally accredited institution
- Minimum of five years senior management experience in finance
- Demonstrated experience and knowledge in using information technology in business applications such as Enterprise Resources Planning Systems and Financial Management Software
- Strong leader with proven track record
- Strong interpersonal and communications (both oral and written) skills

PREFERRED:
- Certified Public Accountant
- Knowledge and experience in higher education

COMPLETED APPLICATION PACKET MUST INCLUDE:
- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, email addresses, and phone numbers).

Background checks are required prior to employment.

INQUIRIES MAY BE DIRECTED TO:
Human Resources Department
hr@dawson.edu
406-377-9430

This institution is an equal opportunity provider

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It provides guidelines for job expectations and the employee’s ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work as well as information to conduct a background check.

Nondiscrimination Policy:
Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services.
The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning these matters should be brought to the attention of Leslie Weldon, Human Resource Director, Title IX Coordinator. **Telephone:** (406) 377-9412. **Email:** lweldon@dawson.edu. **Mailing Address:** Leslie Weldon, Title IX Coordinator, 300 College Drive, Glendive, MT 59330


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REVIEWED BY (SUPERVISOR SIGNATURE) ____________________________    DATE: ________________________

REVIEWED BY (EMPLOYEE SIGNATURE): ____________________________    DATE: ________________________