RAMAPO COLLEGE OF NEW JERSEY
JOB DESCRIPTION

TITLE: Vice President for Administration and Finance, Chief Financial Officer (Vice President, D37)

POSITION NUMBER: 018047

INCUMBENT:

UNIT/DIVISION: Administration and Finance/President

DATE: June 2017

RAMAPO COLLEGE OF NEW JERSEY:

Mission: Ramapo College of New Jersey is *New Jersey's Public Liberal Arts College*, dedicated to providing students a strong foundation for a lifetime of achievement. The College is committed to academic excellence through interdisciplinary and experiential learning, and international and intercultural understanding. Ramapo College emphasizes teaching and individual attention to all students. We promote diversity, inclusiveness, sustainability, student engagement, and community involvement.

Established in 1969, Ramapo College of New Jersey has an enrollment of 5,000 students and offers bachelor's degrees in the arts, business, humanities, social sciences and the sciences, as well as in professional studies, which include nursing and social work. In addition, Ramapo College offers courses leading to teacher certification at the elementary and secondary levels. The College also offers eight graduate programs as well as articulated programs with Rutgers, The State University of New Jersey, New York Chiropractic College, New York University College of Dentistry, SUNY State College of Optometry and New York College of Podiatric Medicine. The College is ranked as fifth in the Best Regional Public Universities North category by *U.S. News & World Report*.

Undergraduate students choose to concentrate their studies in one of five schools with more than 539 course offerings and 36 academic programs. Ramapo College boasts an average student/faculty ratio of 18:1 and average class size of 23, affording students the opportunity to develop close ties to the College's exceptional faculty.

Position Type/Expected Hours of Work -

This is a full-time, managerial position, and days of work and hours are Monday through Friday, 8:30 a.m. to 4:30 pm. Note: This position is in the "NL" category of employment (non-fixed work week) and individuals in this role have no claim or entitlement to time off or cash compensation for hours worked beyond their normal schedule. Occasional evening and weekend work may be required as job duties demand. Compensatory time will not be granted for work done as an extension of the regular work day. It is the policy of the College to grant hour for hour compensatory time off, with advance approval, only when employees are required to work on a holiday. Time earned must be used within one fiscal year from the time it is earned.

JOB SUMMARY:

The Vice President for Administration and Finance reports directly to the College President and is a key member of the senior leadership team working in close partnership to plan and implement the College's strategic objectives. The Vice President for Administration and Finance is responsible for providing executive level direction and management oversight for financial planning, budget and budget analysis, accounting and business operations, finance controls and reporting, investment, facilities operations and management, risk management and insurance, capital planning and construction, human resource management, food service and bookstore operations, purchasing and contracts, and mail /central receiving services.

The Vice President for Administration and Finance collaborates with the other vice presidents and members of the President's Cabinet in order to promote the College's success. The Vice President serves as an administrative liaison to the finance, capital improvements, human resources, and audit committees of the Board of Trustees and meets regularly with the vice presidents for administration and finance of the eight state colleges and universities in New Jersey.

DUTIES

Financial Leadership and Expertise
Plays a central role in the identification, use and stewardship of resources. Works closely and collaboratively with senior leadership throughout the budget development process, offering advice and analysis as various budget scenarios are considered. Provides innovative ideas, cost-effective approaches, insightful budget forecasting and monitoring, accurate accounting and useful reporting to support sound decision making.

Strategic Partnership with the President and Senior Leadership
Supports and assists in efforts to analyze, evaluate and prioritize the viability of the various strategic initiatives. Provides leadership in the creation and development of innovative funding options. Develops a comprehensive financial plan in line with the College's Strategic Plan and communicates fiscal issues to various constituent groups, including faculty, staff, students, and board members.

Liaison to Board of Trustees Committees
Serves as the principal administrative resource/liaison to the following committees of the Board: finance, capital improvements, human resources, and audit. Works with the President, the Chief of Staff, the chairs of the committees, and other members of the college, to prepare the agenda for committee deliberations and action; prepares resolutions that will be presented to the committees for recommendation to the full Board; prior to each board committee meeting, meets with the chair of that committee to review the agenda and answer any questions.

Business Operations, Service Quality and Efficiencies
Creates and fosters an infrastructure that supports operational excellence, promotes optimal efficiencies, and delivers quality customer service. Analyzes current administrative practices and develops and implements more effective and efficient procedures to enhance the delivery of services as defined by best practices and supported by measurable standards.

Leadership of Administrative Units
Provides leadership and supervision of the managers in the offices of budget and fiscal planning, controller, purchasing, facilities and capital planning, human resources, and business continuity; responsible for the overall supervision of vendors for campus food service and bookstore operations; reviews and evaluates operational activities as well as the use and stewardship of physical, financial and human resources; provides guidance and counsel; in consultation with unit managers, develops performance standards; conducts performance evaluations. Demonstrates commitment to managing and motivating staff and building and leading a high performing team.

Expectations
Supports the mission of the College, supports and actively facilitates strategic planning, demonstrates transparency and fairness in personnel decisions, and conducts divisional affairs with fiscal prudence and ethical managerial leadership; participates in College-wide events such as Commencement, Opening Convocation, Founders Day, and others; regular business hours as well as periodic evening and weekend commitments as College needs dictate.

REQUIREMENTS

EDUCATION AND EXPERIENCE

Master's degree or equivalent in business, accounting or finance with at least ten years of progressively responsible related professional experience in the public sector required. Experience in higher education preferred. Certified Public Accountant preferred.

KNOWLEDGE/SKILLS/ABILITIES

Keen understanding of the culture of a college campus and the ability to work constructively and effectively within an academic community. Understanding of federal and state laws and requirements that govern higher education financial and administrative operations.

Clear and demonstrated record of leadership, strategic creativity, organizational efficiency, financial acumen and ethical financial management.

Expertise in budget development and business operations, and familiarity with a wide variety of financing and revenue generating techniques, financial ratio and analysis, debt management, bond issuance, public/ private ventures and partnerships, and a record of senior level involvement in planning and overseeing major construction and/or development projects.

Familiarity with major construction, renovation and maintenance projects, and understanding of facilities management, capital construction, and campus master planning and human resource functions.

Record of leadership and accomplishment in planning, managing and implementing major business and financial systems. Demonstrated commitment to integrated management and systems thinking with the ability to think "outside the box" and to lead and manage change involving faculty and staff in positive and inclusive ways.

Proven team player with the ability to lead effectively across divisions, and lead in a unionized environment.

Ability to crystallize complex financial information into lay terms and effectively articulate the College's financial position to a wide range of internal and external audiences.

Ability to communicate effectively in both oral and written forms.

EEO Statement:

Ramapo College is an Affirmative Action/Equal Employment Opportunity Employer. Ramapo has a long history of advocating, advising, and supporting diversity, equity, and inclusiveness. Examples can be found in its mission statement, strategic plans, degree and course offerings, community outreach programs, the Diversity Action Committee offerings, and the other numerous diversity conferences and programs. Ramapo's commitment to diversity and inclusion is infused across all facets of the College; where the environment is welcoming, dedicated to social justice, respectful of freedom of expression, focused on educating and having an ongoing conversation regarding cultural competence and the benefits and importance of diversity.