



CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE
Job Announcement
VICE CHANCELLOR OF FINANCE AND ADMINISTRATION

Central Louisiana Technical Community College (CLTCC) serves eleven parishes (Allen, Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn, Many, Natchitoches) in central Louisiana and has seven 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 Oakdale Site in Oakdale; 7) the Ferriday Site in Ferriday, 8) Sabine Valley in Many, and 9) Natchitoches in Natchitoches. Additionally, CLTCC provides instruction in four state prisons and two federal correctional institutions. 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:

Knowledge of:

- 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.
- Must be able to work collaboratively, harmoniously and cooperatively with faculty and staff.
- Currently licensed as a **Certified Public Accountant (CPA)**
- Proficiency in Microsoft applications (Word, Excel and PowerPoint).

Working Conditions:

Occasional Travel.

Compensation:

Compensation range \$75,000.00 - \$110,000.00 per year.

Submit documents to:

Central Louisiana Technical Community College

Human Resources

Attention: CFO

4311 South MacArthur Drive

Alexandria, LA 71302-3137

Or

Elizabethlewis6@cltcc.edu

Position will remain until open filled. For full consideration resume’ must be submitted by November 02, 2017.

Central Louisiana Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Central Louisiana Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

Title IX Coordinator/ADA/Section 504 Coordinator:

Human Resources Director (318) 487-5443 ext. 1154
4311 South MacArthur Drive