

WALLACE STATE

H A N C E V I L L E

Vacancy Announcement

1/3/2012

POSITION: Dean of Financial and Administrative Services

DESCRIPTION: Under direction of the President, plan and coordinate all aspects of Financial Affairs, Business Services, Auxiliary Services, Safety and Security, and Transportation; set goals, develop policies, and develop and recommend division budget; lead personnel in the achievement of division objectives; monitor progress toward objectives and ensure that necessary reports are submitted; represent the President and College to external groups.

MINIMUM QUALIFICATIONS: Required minimum qualifications for the Dean of Financial and Administrative Services are:

1. Master's required, Doctorate preferred in Accounting, Business or a related field from a regionally accredited institution; CPA preferred
2. Five years of progressively responsible experience, including administration, in the two-year community or technical college
3. Knowledge of automated financial systems and demonstrated mastery of governmental fund accounting, GASB, and federal funds accounting
4. Record of success in maintaining strong relations with faculty, staff, students, and diverse public
5. Commitment to the community college mission
6. Excellent oral, written, and interpersonal communication skills
7. Demonstrated evidence of innovative practices
8. Proficient in the use of job-related technology

DUTIES AND RESPONSIBILITIES:

1. Serve as the Chief Financial Officer and member of the President's Executive Team, committed to:
 - Serving as a collegial, collaborative leader;
 - Promoting a culture of innovation and excellence;
 - Advancing the core principles of the College's mission, vision, and strategic priorities; and
 - Promoting the College in the community, state, and nation.
2. Develop a leadership team that seeks innovation, accountability, and excellence.
3. Provide effective leadership for collaboratively planning, implementing, administering, and evaluating a comprehensive program of financial and administrative services to include: Financial Affairs, Business Services, Auxiliary Services, Safety and Security, and Transportation.
4. Provide fiscal leadership in recommending and managing the financial and administrative services allocating resources to advance college goals, objectives, and strategic priorities.
5. Supervise, evaluate, and develop personnel in the Financial and Administrative Services Division.
6. Ensure the active participation of each financial and administrative services unit in the planning and assessment processes of the College that results in the continuous improvement and expansion of College services.
7. Demonstrate ethical leadership, loyalty, honesty and integrity.
8. Ensure compliance with State Board policies, Department of Postsecondary Education procedures, College policies and procedures, and recommend policy revisions as appropriate.
9. Maintain currency of knowledge and skills through participation in appropriate professional development.
10. Represent the College and its President to external constituencies.

SALARY: Appropriate placement on State Salary Schedule B (\$82,494 - \$113,926) of the Alabama Department of Postsecondary Education Salary Schedule.

POSITION AVAILABLE: As negotiated.

APPLICATION PROCEDURE: A complete application packet must be received in the Human Resources Office no later than 1:00 p. m., February 3, 2012.

A complete application packet consists of:

1. A completed Wallace State Community College application for employment
2. A cover letter describing specifically how the applicant's experience and qualifications meet the requirements as outlined above
3. Current resume
4. Official or unofficial copies of college transcripts verifying required education
5. Letter(s) verifying at least five years of progressively responsible experience, including administration in the two-year community or technical college. The letter must include employment dates and job title and be on official letterhead with an authorized personnel signature
6. Three letters of recommendation
7. One page written statement of the applicant's management/leadership philosophy

Applicants must meet eligibility requirements to work in the U.S. at time of appointment. **All application materials must be submitted as a complete packet and will become the property of the College. Applicants who fail to submit all required information will be disqualified. Only application packets received during the period of this announcement will be considered.** Applications are available at www.wallacestate.edu/employment or by calling (256) 352-8029 and should be submitted to:

**Human Resources Department
Wallace State Community College
P. O. Box 2000
Hanceville, AL 35077-2000
Phone: 256-352-8029**

INTERVIEW PROCESS: The Recruitment and Selection Committee will screen all applicants for the position and may interview selected, fully qualified applicants by telephone. The Committee will then select applicants for in-person interviews, which will consist of a question/answer session. Upon completion of the in-person interviews, the Committee will recommend three finalists for the position in alphabetical order to the President. The President will interview each finalist and make the final employment decision.

In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from a criminal background check.

APPLICATION DEADLINE: The deadline for receipt of all application material is 1:00 p.m. February 3, 2012.

ADDITIONAL INFORMATION: The College reserves the right to fill the position within one year of the stated anticipated starting date or not to fill the position due to budgetary or operational considerations. Applicants scheduled for an interview may receive or review the Essential Functions for the position at the time of the personal interview. Any applicant, however, may request a copy of the Essential Functions for the position prior to the interview appointment. All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

Wallace State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Wallace State Community College will make reasonable accommodations for qualified disabled applicants or employees. **The School reserves the right to withdraw this job announcement at any time prior to the awarding.**