



WILLISTON
STATE COLLEGE

Chief Financial Officer

Salary: Commensurate with Experience

Status: Full-time w/ benefits (exempt) – 12 month contract

Reports to: President

Summary

The Chief Financial Officer is a key member of the college's leadership team, contributing to the overall college strategy and operations. This position is responsible for the budget, auxiliary services, campus services, IT services, grant oversight, and legislative relations.

Responsibilities

Budget

- Manage the preparation and review of the annual budget.
- Develop and review financial forecasts.
- Provides timely and accurate reporting and advice to the President and Finance Committee regarding current and future budget circumstances.

Auxiliary Services

- Oversee all aspects of the Colleges auxiliary services.
- Oversee the bookstore and food service contracts.

Campus Services

- Manage the overall facilities and physical operations of the College.
- Oversee facilities management, capital projects, including campus maintenance and development.
- Oversee the selection of architects and contractors.
- Provide guidelines and oversight in any mergers, acquisitions, and real estate transactions.

IT Services

- Manage strategic planning, oversight and direction of Williston State's IT infrastructure, resources and services.
- Ensure essential technology support to campuses.
- Oversee integration and alignment of IT strategic planning with campus strategic planning while fostering the development and use of IT in support of the college's vision to be the best college in the region.

Grant Oversight

- Establish a process for application, administration, and reporting that encompasses various state, local, and federal grants currently active and/or being considered by the college.
- Manage grant budgets, including indirect costs, personnel costs, and materials/equipment costs, and budget revisions.
- Provide accurate and timely audit information relating to active grants at WSC.

Legislative Relations

- Establish relations with local officials, members of the legislature, and the Governors Office whose policies and recommendations may relate to the college.
- Mediate and/or advocate for the College's interests and build relations with other organizations and entities whose interests are similar.
- Monitor legislation and public policy issues that may affect the college and be responsible for developing and implementing a communication program to keep the administration informed about governmental issues of importance to the college.

Risk Management

- Understand and mitigate key elements of the company's risk profile.
- Organize and administer Continuity of Operations materials, procedures, and training in accordance with NDUS guidelines.
- Construct and monitor reliable control systems.
- Maintain appropriate insurance coverage.
- Maintain relations with external auditors and investigate their findings and recommendations.

Minimum Qualifications

- Master's degree required.
- Minimum of 5 or more years of experience in a relevant senior role or comparable experience in business and industry.
- Significant knowledge in finance, budgetary (capital and operating) preparation and oversight and facilities, along with knowledge of governmental regulations, accounting standards and not-for-profit reporting requirements.
- Experience managing facilities and overseeing building projects
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to learn and to utilize management and reporting software as specified and approved by NDUS
- Exceptional organizational, managerial, communication, interpersonal, and logistical abilities and attention to detail.
- Successful applicants must be able to work in a fast-paced environment, handle stressful situations with poise, and maintain the strictest confidentiality.
- Experience with contract management
- Ability to foster a cooperative work environment.
- Ability to analyze and assess training and development needs.