Davenport University

**TITLE OF POSITION:** Executive Vice President for Finance/CFO & Treasurer

**PAY CLASSIFICATION:** C2005-Executive Vice President

**STATUS:** Full-time, Exempt

**DEPARTMENT:** Executive Office

**LOCATION:** Grand Rapids-W.A. Lettinga Campus

**REPORTS TO:** President

# SUMMARY:

The Executive Vice President for Finance develops and refines our financial, budgetary, and pricing strategies to achieve our Vision and facilitate sustainable growth. This is a collaborative effort with the President and leadership team, enrollment and marketing. The EVP provides strategic leadership and oversight for physical, financial, legal, and technological risk mitigation. Responsibilities include the application of financial analysis, projection and objectives to all strategic planning initiatives. The EVP ensures accurate and timely financial reporting, summaries and forecasts for future growth and general economic outlook. These responsibilities are performed in an ethical manner consistent with the University’s mission, vision, and STAIR values.

RESPONSIBILITIES

Leadership

1. Serves on the President’s Leadership Team and Cabinet and advises the President in all matters related to finance, facilities, and risk management.
2. Leads the development of financial and facilities strategies, policies and procedures to achieve current and future objectives.
3. Analyzes and projects enrollment and profit in collaboration with Academics, Institutional Research and Enrollment. Recommends strategies to grow the long and short term profitability of the University.
4. Provides leadership for financial and facilities issues at Board meetings, staffs the finance committee of the board, and participates in strategic planning activities of the University.
5. Develops, supports, and empowers an inclusive culture with accessible tools and information for growth leaders and budget owners.
6. Directs all financial affairs of the University. Directs the preparation of all financial reports, including income statements, balance sheets, tax returns, and reports for government regulatory agencies.
7. Studies long-range economic trends and projects prospects for future growth in overall business and market share, opportunities for acquisitions or expansion into new areas. Estimates requirements for capital, land, buildings, and an increase in the work force.
8. Supervises investment of funds; works with banks and/or investment bankers to raise additional capital as required for expansion.
9. Analyzes University facilities, in collaboration with departmental leadership, to identify facilities that need to be added, remodeled, or dispersed to meet current and future objectives.
10. Confers with the executive staff and division leaders to coordinate and prioritize financial planning.
11. Acts as an ambassador and represents the University at public events.

**Operations**

1. Provides leadership to ensure effective and efficient computer systems and procedures support the current and future needs of the University.
2. Provides strategic direction for the Finance and Accounting department, budget preparation, and audit functions. Meets regularly with department leaders to keep informed and provide direction.
3. Develops and refines ongoing assessment measures and financial planning processes for continual improvement.
4. Analyzes University operations, in collaboration with HR and departmental leadership, to identify opportunities and areas that need to be added, reorganized, down-sized, or eliminated to meet current and future objectives.
5. Leads the annual and long-term budget process and develops reports. Compiles information and reports as needed for executive management.
6. Understand and abide by all external and internal regulations and policies. This includes NCAA, GLIAC and national affiliations associated within athletics or other role specific regulations.
7. Provides GREAT customer service, anticipating and exceeding the needs of our customers.
8. Demonstrate and promote the University’s STAIR Values.
9. Perform other duties as assigned.

**QUALIFICATIONS:**

* Bachelor’s Degree in accounting or finance. Master’s degree and possession of a license as a certified public accountant in Michigan preferred.
* Demonstrated ability to work accurately, effectively and efficiently with computerized systems. Knowledge of database and financial computer application systems to supply the most accurate financial information.
* Minimum of 5 years of leadership experience in financial management with increasing responsibilities for multi-faceted direction and planning.
* Demonstrated experience in promoting an inclusive culture where there was an ongoing practice of assessment (measuring), planning and improvement
* Demonstrated ability to work effectively with people of diverse backgrounds and promote an inclusive working environment, spirit of cooperation and positive reactions to change and conflict resolution.
* Excellent interpersonal, communication and presentation skills, both written and oral which transcend diverse audiences.
* Demonstrated excellent analytical and organizational skills.
* Demonstrated ability to communicate effectively and relate well to students, parents, faculty, staff, and others while maintaining appropriate confidentiality.
* Demonstrated motivational and problem solving capabilities with a high degree of integrity, ethics, and dedication to the mission of the University.
* Business office environment. Prolonged sitting and standing. Use of personal computer and telephone (eye and hand strain). Some travel between locations required (own transportation).
* No regular lifting requirements.