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| CARL ALBERT STATE COLLEGE |  |
| **Poteau & sallisaw oklahoma** |

**POSITION  
 Vice President of Business Operations  
  
GENERAL DESCRIPTION**

The V.P. of Business Operations is responsible for the overall financial leadership, strategic financial planning, and financial management of the institution. He/she is an integral member of the Executive Cabinet.

**DETAILED DESCRIPTION**

Oversee the business operations at the Poteau and Sallisaw campuses; provide oversight and supervision of the Business Office (including payroll) and Financial Aid. Perform financial functions including treasury, accounting, budgeting, financial operations, and reporting and strategic fiscal development. Provide financial accountability and ensure compliance with state, college, and external funding agency guidelines. Review and approve reconciliation of accounting records with college reports/financial statements and prepare recurring financial/budget reports for internal and external purposes. Serve as a liaison with vendors and contractors when needed. Develop and recommend fiscal policies and procedures to be considered for the financial integrity of the college. Give the final approval of all purchase orders, and sign off on all claims submitted for payment. Coordinate external and internal audits and respond to auditor requests and recommendations. Manage the bidding process with compliance to laws and regulations; and all aspects of the college’s insurances, including risk management. Assist with and maintain CASC business contracts. Provide oversight of the CASC Energy program. Additional supervisory roles as administered by the College President. Some travel required, including state and higher education meetings.

**QUALIFICATIONS**Master’s degree required with a bachelor degree in Business, Accounting, or related field. A CPA and MBA preferred. Experience in the management of fiscal affairs required. Management and higher education experience required. Required competencies for this position are strong decision-making skills, accounting skills, excellent written/oral communication and interpersonal skills, attention to detail and organization capabilities, and possess the ability to develop and assess information and an understanding of excellent business practices. The Vice President should act on strong convictions of honesty and integrity and be committed to the mission of a two-year college.

**APPLICATION DEADLINE**

The Steering Committee will review applications upon receipt until the position is filled.  
  
**APPLICATION PROCEDURE**To be considered for this position, please submit a CASC application (available at: <http://carlalbert.edu/discover-us/human-resources/>), letter of application, resumeˊ, copy of transcripts, and five letters of recommendation. Application packet may be submitted online or by mail to: Human Resources Department, Carl Albert State College, 1507 S. McKenna, Poteau, OK, 74953 or email, [employment@carlalbert.edu](mailto:employment@carlalbert.edu) or fax to (918)-647-1359.

*CASC is an affirmative action equal opportunity employer. All interested, qualified individuals are encouraged to apply.*

*Applicant must be eligible to work in the U.S.*

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