



**VICE PRESIDENT, FINANCE AND ADMINISTRATION**  
**(POSITION NO. FA019)**

J. Sargeant Reynolds Community College is the third largest college in the Virginia Community College System. Reynolds offers a variety of programs and services to the residents of the City of Richmond and the counties of Hanover, Henrico, Goochland, Louisa and Powhatan. The college operates three comprehensive campuses located in rural, urban and suburban settings and serves over 18,000 credit students. The Community College Workforce Alliance provides training to an additional 14,000 non-credit students each year. Additional information is available at the College's Website: <http://www.revncollege.edu>.

The College is seeking applicants for the position of Vice President of Finance and Administration. The position will be assigned to the Central Administration Building, 1701 E. Parham Road.

TYPE OF APPOINTMENT	Full-time twelve-month administrative faculty-ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$104,628 - \$134,467.
QUALIFICATIONS REQUIRED	MBA or Master's degree in business, finance, higher education, or a related field. Considerable knowledge of higher education or community college administration; business/finance, including: budget, resource management, and financial planning and analysis; facilities management and capital outlay; and human resource management. Demonstrated ability to serve as an advisor to the College's Board and the Colleges' Educational Foundation; and to serve as an executive officer of the college. Demonstrated ability to successfully manage all fiscal resources and perform financial planning and analysis for the college. Demonstrated ability to develop policies and procedures; develop and implement strategic planning initiatives; and conduct evaluations and assessments of college services. Demonstrated ability to lead and direct college-wide administrative functions including finance/accounting; facilities management and capital outlay; and human resource services. Demonstrated ability to supervise and manage a professional staff; establish community relations in the public and private sector; and manage and foster diversity within the college staff and its operations. Demonstrated ability to communicate effectively, orally and in writing; and to use a personal computer and current software programs. The selected candidate will be required to complete the Commonwealth's Statement of Economic Interests, and must successfully pass the college's pre-employment background screening.
QUALIFICATIONS PREFERRED	Current and progressive supervisory/management experience in college administration at the community college level, with experience at a multi-campus college preferred.
POSITION RESPONSIBILITIES	The Vice President of Finance & Administration (VP F&A) serves as an executive officer and the college's Chief Finance Officer providing leadership to the institution in team-building, principle-based management, creative entrepreneurial and proactive problem-solving, sound fiscal practices, ethical management practices, administration systems development and implementation, empowerment of subordinates, effective communications, and is responsible for the development and implementation of college-wide policies and procedures involving the financial and administrative service areas of the college. The VP F&A manages, to maximum effectiveness and productivity, the operations of budget development/management; accounting (payroll, federal funds, petty cash, accounts payable, and account reconciliation); business office (cash receipting, local fund accounting, auxiliary enterprises, joint initiatives with John Tyler Community College, investments, risk management, and accounts/loans receivables) operations; purchasing, inventory, fixed assets and warehouse/mail operations; human resources; capital construction projects; facilities long-term planning and management (building maintenance, custodial services, and grounds maintenance); management of college-wide safety; and management of campus police/security operations.
APPLICATION PROCESS	Application reviews will begin <b>SEPTEMBER 3, 2009</b> , and will be accepted until the position is filled.

In order to better serve our customers, J. Sargeant Reynolds Community College will **only** accept online applications for all state employment opportunities. JSRCC will no longer accept hand-delivered applications or applications submitted by mail, e-mail, or fax. Computers are available at the Department of Human Resource Management's Career Center, public libraries, the Virginia Employment Commission, or the College's Human Resources Office. To apply for this or any other JSRCC vacant position, please visit the Virginia Jobs website <http://jobs.virginia.gov>. Cover letters, curriculum vitae, and unofficial transcripts must be attached electronically to the online application. Three current letters of recommendation relevant to this position and official transcripts must be received in the Office of Human Resources prior to the interview or presented to the Chairperson of the interview committee at the interview. **Only letters of recommendation and official transcripts are to be mailed to:** JSRCC, Office of Human Resources, P.O. Box 85622, Richmond, VA 23285-5622.

Women and minorities are encouraged to apply.

"Reasonable accommodations" are provided for applicants with disabilities.

AA/EOE/ADA