



Vice President for Finance & Administration

Department: Finance & Administration

Recruitment #: S1810

Closing Date: Review begins **April 16, 2018**. Position open until filled

Western Oregon University (WOU) seeks an experienced and skilled Vice President for Finance and Administration (VPFA). The VPFA also serves as the chief financial officer of the University. President Rex Fuller seeks a collaborative, strategic leader to develop financial processes that will lead the university through a period of unprecedented institutional change. The successful candidate will join the executive team of the university as we implement the goals of the strategic plan, [Forward Together](#).

Western Oregon University is a nationally recognized mid-sized, public comprehensive university located on a beautiful 156-acre campus in Monmouth, the heart of Oregon's Willamette Valley. It is the oldest institution of Oregon's eight public universities. The University is committed to opening doors for diverse students, preparing students for a fulfilling life in a global society, and thriving as an educationally, financially and environmentally sustainable institution.

WOU's faculty, administration, staff and students passionately believe that all Oregonians should have the opportunity to graduate from college. WOU is especially successful in providing an excellent, affordable education to students who are first generation, disadvantaged, and from diverse backgrounds, supporting them in the completion of their degree. Its educational programs, size, location and affordability provide students opportunities not otherwise available in Oregon.

The VPFA reports directly to the President and has oversight responsibility for the fiscal affairs (operating and capital budgets, accounting, grants, purchasing, fiscal reporting) and administrative services (safety and security, facilities management, auxiliary services, construction, maintenance, environmental health & safety; emergency preparedness and information resources of the University. The departments reporting to the VPFA are: Budget (operating and capital); Business Services; Facility Services; Campus Public Safety and Security; and University Computing Services. The VPFA will co-chair the University Budget Committee comprised of faculty, students and staff. The VPFA also participates in collective bargaining activities for both the teaching faculty and classified staff.

The VPFA works closely with Western Oregon University's Board of Trustees, which has a standing finance and administration committee. The primary responsibility is to maintain the fiscal health of the University and its programs while increasing the quality and efficiency of services provided in support of its mission and strategic plan. Long-term goals include the continuing development and enhancement of relationships with all members of the President's Cabinet, all divisions of the University, key staff members of the Higher Education Coordinating Commission, Oregon Legislature, VPFA's from the other Oregon public universities, external and internal auditors, students, and external constituents while creating a working environment that is professional, collegial, respectful and caring.

MINIMUM QUALIFICATIONS

- A master's degree in business administration, accounting, public administration, finance or other appropriate discipline
- Seven years of progressively responsible management experience in higher education and administration.
- A thorough working knowledge of financial management practices and experience in computerized fiscal and business operations.
- Direct experience in the areas of strategic planning and capital budgeting.
- Demonstrate outstanding organizational, interpersonal and advocacy skills, including the ability to

communicate effectively with internal and external groups.

- Demonstrated knowledge of critical issues in higher education, including diversity, shared governance, collective bargaining and accreditation.
- Must be comfortable working in an open and transparent manner actively sharing information with others on campus.

Preferred Qualifications:

- A doctoral degree in business administration, accounting, public administration, finance or other appropriate disciplines.

****A criminal background check will be required as a condition of employment**

We are not considering candidates who require Visa sponsorship support. Additionally, the University typically only considers visa support for employees placed in specialized positions that are continuing regular University appointments.

APPLICATION PROCESS

Applications and nominations will be accepted until the position is filled. Interested parties are highly encouraged to submit their materials. ***You may submit all materials online at www.wou.edu/prostaffapp***

Required Application materials (PDF preferred):

- 1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
- 2) Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community.
- 3) Resume
- 4) Contact information for three references
- 5) Copy of unofficial transcript for highest degree earned

As an alternative, you may submit application materials to:

S1806, VP Finance/Admin Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; **OR** e-mail to employment@wou.edu; **OR** fax to: 503-838-8144.

**Western Oregon University is an AA/EO/Veteran/Disability employer
committed to increasing the diversity of its workforce.**