



# FORT VALLEY STATE UNIVERSITY

A State and Land-Grant Institution • University System of Georgia

*Invites Applications and Nominations for*

## **Vice President for Business and Finance**

**Fort Valley State University**, a state and land-grant institution of the University System of Georgia, seeks an experienced financial administrator to serve as **Vice President for Business and Finance**. Reporting to the President, the Vice President for Business and Finance is the University's chief fiscal officer and provides strategic and tactical leadership.

### **Overview of Fort Valley State University**

**HBCU:** One of three HBCUs in the University System of Georgia

**Established:** 1895 - Fort Valley State is Georgia's only 1890 Land-Grant Institution

**Locations:** Fort Valley (Historic Campus) and Warner Robins (Center)

**Enrollment:** 2,695 students

**Degrees:** 29 undergraduate degree majors; 9 graduate programs

**Number of Faculty:** 166 (128 full-time and 38 part-time)

**Student/Faculty Ratio:** 17:1

**Academic Units:**

- College of Agriculture, Family Sciences, and Technology
- College of Arts and Sciences
- College of Education
- College of Graduate Studies and Extended Education

**Athletics:** NCAA Division II - Southern Intercollegiate Athletic Conference (SIAC)

## Vice President for Business and Finance Search



### The Opportunity

In this senior administrative role, the Vice President provides strategic and tactical leadership for all financial and business operations of the University, ensuring the fiscal integrity of the institution. This officer develops and implements business and administrative policies and procedures consistent with the appropriate stewardship of the University's human and physical assets and in accordance with Federal, State, and University System of Georgia guidelines.

The Vice President works and communicates effectively with all constituencies, including the administration, faculty, staff, students, and the Board of Regents. Along with having strong management and interpersonal skills, this administrator understands the mission of higher education and is committed to customer service throughout the University's financial and business operations.

Reporting directly to the Vice President are Accounting Services, Campus Safety, Campus Post Office, Events Management, Human Resources, Information Technology, Environmental

Safety and Risk Management, Plant Operations, Student Financial Services, and Administrative Support Services.

### Duties and Responsibilities:

- Prepares the University's operating budget for submission to the President
- Acts as the primary fiscal advisor to the President and senior management team
- Serves as liaison to the University System of Georgia/Board of Regents Fiscal Affairs Office
- Develops and implements the University's short- and long-term budgetary strategic planning efforts
- Monitors the University's budget and finance activities, including collection, custody, investment, disbursement, accounting, reporting, and auditing of all University funds
- Proposes and implements campus-wide business and administrative policies, ensuring compliance with Federal, State, and University System of Georgia Board of Regents' mandated policies and procedures
- Executes contracts and agreements that commit the University to provide services or facilities, expend funds, or convey property, working with the Chief Legal Officer and other relevant officers, and works with the FVSU Foundation and LLC officials of University-Foundation matters related to scholarships, property, and other matters
- Oversees capital planning efforts and manages new project funding, design and construction
- Develops and leads well-qualified and trained teams to deliver customer-focused services and operations
- Oversees compliance with State and Federal requirements, including supervising relations with state auditors and coordinating state appropriation requests and development information required by staffs of state agencies and legislature
- Provides leadership and support for University-wide internal audit and compliance requirements

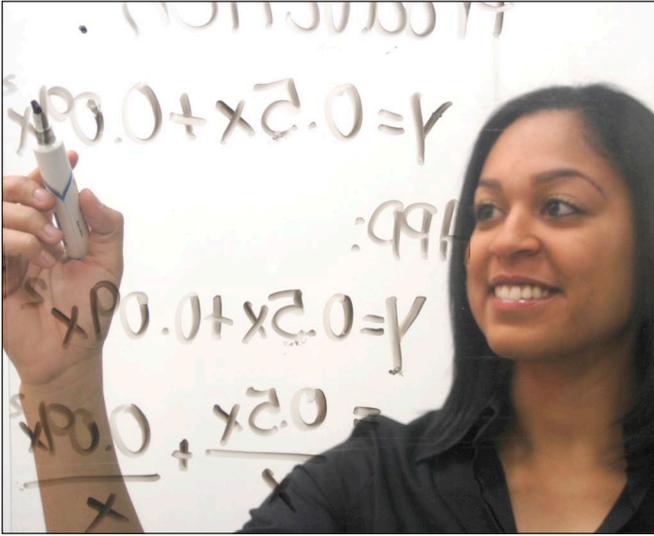
### Qualifications

Candidates must have a master's degree in a related field to business administration, finance, or accounting, or an earned bachelor's degree and related certification, such as Certified Public Accountant, Certified Management Accountant, Certified Financial Manager, or Certified Government Financial Manager. A minimum of 10 years of progressive administrative experience in the management of fiscal operations and demonstrated ability to accurately analyze complex financial and accounting data.

Candidates also should have:

- Experience in strategic planning, long-range financial planning, budgeting, and financial reporting, and knowledge of generally accepted accounting principles and financial standards established by GASB and FASB
- Exceptional communication, organizational, and interpersonal skills, leadership skills that encourage teamwork and participative decision-making, and superior coaching and mentoring abilities
- Demonstrated experience and success forming and maintaining public/private partnerships, evidence of generating revenue through entrepreneurial initiatives, and experience in various integrated accounting and administrative information systems
- Proven ability to work collaboratively and effectively across teams, including students, staff, faculty, alumni, Foundation Board members, Board of Regents officials, community and business partners, and external agencies
- Demonstrated commitment to cultivating and managing a diverse workforce and to the University's values of excellence, efficiency, continuous improvement, transparency, respect, and inclusion
- Ability to manage multiple projects simultaneously, with attention to details, timelines, deadlines and the University-wide context of decisions

## Vice President for Business and Finance Search



- Understanding of the effects of fiscal policy on all aspects of the University community

### Preferred Qualifications:

- Experience with PeopleSoft financial system
- Professional employment in higher education
- Experience in management of higher education fiscal operations
- Familiarity with and leadership of technology operations

### About the University

Fort Valley State University was founded in 1895. The University is Georgia's only 1890 Land-Grant Institution, providing extensive research, academic programs, and cooperative services to fulfill those responsibilities.

Located in central Georgia, Fort Valley State provides an educational experience of exceptional quality. The University's mission and educational goals are realized through comprehensive program offerings across four colleges.

Ninety-three percent of the undergraduate students are African American. About 39 percent of the students live on campus, and 87.59 percent of undergraduate students and 41 percent of graduate students are full-time. Of the total enrollment, 80.14 percent attend full-time.

The diverse faculty provides a supportive, yet challenging learning environment. Students benefit from

strong mentoring by accessible professors. The close-knit campus community encourages personal and academic growth and establishing lifelong ties that extend well beyond graduation.

The University offers undergraduate and graduate programs at its Fort Valley Campus and Warner Robins Center, which is designed for graduate and non-traditional students. Four undergraduate degree programs and one graduate degree program are offered online.

Fort Valley State's Cooperative Developmental Energy Program (CDEP), which prepares students for energy-industry careers in science and geology, is the only one of its kind in the nation. The program partners with major companies

in the oil and energy industry. The University has the only certified Veterinary Technology program in Georgia.

County extension agents and program assistants at the University work with residents throughout middle, east, and south Georgia. The Pettigrew Conference Center hosts more than 500 classes, seminars, and events for 51,000 patrons each year.

For more information on Fort Valley State University, visit: [www.FVSU.edu](http://www.FVSU.edu)

### SACS Accreditation

Fort Valley State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, master's, and education specialist degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Fort Valley State University.

## Applications & Nominations

Confidential inquiries are welcomed; nominations are invited.

1. To Apply - Application packet must include:
  - a) A letter of interest
  - b) Current curriculum vitae
  - c) At least five references with full contact information
  - d) Your answers to the questions at:

[www.myersmcræ.com/skins/userfiles/file/MMQuestions.pdf](http://www.myersmcræ.com/skins/userfiles/file/MMQuestions.pdf)

2. Submit application packet to: **FVSU-VP@myersmcræ.com**

Nominations should include contact information on the individual being nominated. Nomination should be submitted to the above email.

Applications will be accepted until the position is filled. For best consideration, submit application materials by **February 7, 2016**.

**Emily Parker Myers**, President and CEO, and **Bobby Pope**, Vice President, of **Myers McRae Executive Search and Consulting** are assisting Fort Valley State University with this search.



515 Mulberry Street, Suite 200  
Macon, Georgia 31201  
478-330-6222

*Fort Valley State University is an affirmative action, equal opportunity institution.*