Human Resources

Position Announcement
Vice President for Administration and Treasurer
Recruitment No. 5820816

Washburn University is accepting nominations and applications for the position of Vice President for Administration and Treasurer (VPAT), the chief administrative and financial officer of the University. Reporting to the President and serving as a senior member of the President’s executive team, the VPAT must work collaboratively with the executive team in the areas of strategic planning, financial planning and forecasting, telecommunications, professional development, and internal financial policy development. The VPAT serves as the President’s principal advisor on fiscal affairs, and administrative and facilities operations. The individual must function effectively in a participatory governance structure. The VPAT has functional responsibility for the University’s fiscal management and related legal and regulatory compliance, business office services, facilities management, police and security operations, human resources, information technology services, and auxiliary enterprises. The VPAT is an officer of the University’s Board of Regents as Treasurer.

Duties and Responsibilities

Oversees the development of the University’s annual operating and capital budgets and ensures that appropriate reports are provided to the President and the Board of Regents.

Assures that sufficient funds are available for the University to maintain a positive cash flow.

Oversees activities and assets associated with public fund investments.

Responsible for the financial accounting system and prepares a variety of financial reports and statistical data concerning the financial affairs of the University.

Directs the supervision of the construction and payment for equipping new buildings, major renovations or major projects.

Assembles and prepares special financial reports and analyses, and any other information requested by the President, the Board or subcommittees of the Board.

Oversees management of the University’s facilities.

Supervises general business functions, including bursar and purchasing.

Provides leadership in planning for and the application of technology to serve University needs.
Oversees Human Resources, including collective bargaining negotiations for grounds, maintenance, and custodial employees; all benefits management; and administrative personnel functions.

Supervises auxiliary enterprises such as bookstore and food service.

Develops and implements a comprehensive, multi-year financial model to guide strategic decision making through detailed analysis and projections.

Oversees detailed studies of the financial implications of University operations, focusing on efficiencies and effectiveness.

Perform other job related duties as assigned.

Required Qualifications: Bachelor’s degree in Accounting, Business Administration, Finance or a related area. At least 10 years of supervisory and progressively responsible success as a financial and administrative leader in complex organizations, with executive level higher education experience. Accounting/auditing skills, and knowledge of applicable state and federal laws and requirements. Well-developed organizational and communication skills, commitment to diversity, the highest degree of integrity and professionalism, and the ability to make transparent data-based decisions within available resources. Proven success with managing people and resources, effective financial analytical and reporting skills, and the ability to integrate financial history with short term goals and long term strategies. Commitment to the overall mission of the University.

Preferred Qualifications: Master's degree in Accounting, Business Administration, Finance or related field. CPA. Experience with financial software, the management of information and technology and human resources. Prior experience with SCT Banner/Ellucian.

Application Procedures

Submit materials to: Jerry Farley, President, Washburn University, Morgan Hall 200, 1700 SW College, Topeka, KS 66621, or application materials may be emailed to getajob@washburn.edu. Applicants must include a letter of interest outlining background, qualifications and vision for the position, a resume, transcripts, names, email addresses and telephone numbers (work and home/cell) of at least 5 professional references, and a Resume Supplement for Administrative Positions (available at www.washburn.edu/hr-forms). Review of resumes will begin August 29, 2016 and continue until a suitably qualified candidate has been selected. Salary is commensurate with qualifications and experience. Excellent fringe benefits package.

Employment at Washburn University will be conditioned upon the satisfactory completion of a background check.

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