



## VICE PRESIDENT FOR FINANCE

# BACONE COLLEGE

One of the most historic and culturally diverse educational institutions in the nation seeks a new senior administrative officer to assist in maintaining the renaissance it has been experiencing in recent years. **Bacone College**, the oldest institution of higher education in Oklahoma, seeks a new **Vice President for Finance** to become a key member of its executive leadership team. The VP reports to the President and assumes a strategic role in the overall management of the College. The Vice President for Finance has primary day-to-day responsibility planning, implementing, managing, and controlling all finance-related activities of the institution. This includes direct responsibility for accounting, finance, forecasting, budget planning and management, project costing, contract analysis and negotiations, external constituent relationships, and all aspects of institutional financing. Responsible for the operational excellence and efficiency of the College, fulfilling both chief financial and chief operations officer roles, the new Vice President will serve as the primary support to College leadership in identifying, obtaining, and allocating resources needed to achieve Bacone's mission and the goals of the College's strategic plan, [Vision 2020](#).

Bacone College was founded by, and remains closely tied to, the American Baptist Church. A four-year liberal arts college, Bacone embraces an historic educational mission with American Indians, and maintains strong historic ties with numerous tribes including the Cherokee and Muskogee Creek Nations. Basing its practices on Christian principles, the institution employs and serves individuals regardless of race, color, national origin, sex, age, or religion. Bacone prepares students to function in the mainstream of society without losing their own culture and heritage. For more, please visit [www.bacone.edu](http://www.bacone.edu).

The Vice President for Finance, working closely with the President and other cabinet members, directs and oversees all aspects of the business and finance functions of the College including human resources, the bookstore, IT, and financial aid; assures financial integrity and institutional compliance with College, state, and federal policies, regulations, and laws; ensures that effective internal controls are in place; provides leadership in the development of continuous evaluation of short- and long-term strategic financial objectives; evaluates and advises on the impact of long range planning, new programs/strategies and regulatory actions; manages processes for financial forecasting, budgets, and reporting to the College; takes the lead position in developing, implementing, and maintaining a comprehensive cost control system; establishes and maintains strong relationships with senior administrators to identify their needs and seeks a full range of

financial and business services and solutions; provides recommendations to enhance financial performance and business opportunities; and ensures the credibility of the finance function by providing timely and accurate analysis of budgets, financial trends, and forecasts to administration and auditors.

Qualified candidates should hold an earned Masters degree in management, administration, finance, or a related area, and demonstrate a history of effective and progressively responsible financial leadership roles, preferably in higher education, government, or an equally complex nonprofit or business entity. Strong interpersonal skills, including the ability to communicate and manage well at all levels of the institution and with staff at remote locations, are essential. Well-developed problem solving and creative skills, and the ability to exercise sound judgment and make decisions based on accurate and timely analyses will be required. The successful candidate will demonstrate a high level of integrity and dependability, with a robust results-orientation. The new Vice President for Finance will possess a strong commitment to diversity among students, faculty, and staff and have an understanding of and commitment to the mission of the College. A CPA is highly desirable. A strong work ethic, attention to detail, and the ability to support the mission of the institution are essential.

Historic and iconic Muskogee, Oklahoma, host municipality to Bacone College, is a heartland city of approximately 40,000 residents that celebrates its tradition of multiculturalism. Twenty-four nationalities are represented within the city limits, with 17 non-English languages spoken as first languages. Fifty miles southeast of Tulsa, Oklahoma, Muskogee offers an extremely reasonable cost of living, options for urban, suburban, and rural living, and family-friendly cultural, educational, and recreational opportunities.

**Application: For a confidential discussion or to make a nomination, please call Bob Griesemer, RPA Inc. Senior Consultant, at 570-772-8987, or Vicky Ayers, RPA Inc. Senior Director for Executive Search, at 800-992-9277.** Applicants may email a letter of interest and resume to [baconecfo@rpainc.org](mailto:baconecfo@rpainc.org), preferably in Word format, using Vice President for Finance in the subject line. Additional materials will be solicited as needed. The first review of candidates is December 23, 2011. Applications will be accepted until the position is filled. Bacone College is an Equal Opportunity/Affirmative Action Employer. Qualified woman and minorities are encouraged to apply,