



## Vice President for Administration/Chief Financial Officer

SUNY College of Technology at Canton (SUNY Canton) is a public residential college of technology that delivers a practical, engaging education designed to prepare students for successful careers. The College has strategically positioned itself to maintain a balanced budget and healthy reserves and seeks a fiscally responsible, collaborative, and forward-thinking Vice President for Administration/Chief Financial Officer to maintain this stability as the College continues to grow and support its students and community.

**The Institution:** Originally chartered in 1906 as New York's first two-year postsecondary college, the institution was later redesignated by the SUNY Board of Trustees in 1987 as the State University of New York College of Technology at Canton, commonly known as SUNY Canton. Today, SUNY Canton serves approximately 2,900 undergraduate students and offers 30 career-driven bachelor's degrees, 20 associate degrees, 3 one-year professional certificate programs, and more than 30 micro credentials. SUNY Canton Online features more than 450 online courses and 25 online degrees, allowing students to enroll and complete a course or degree from anywhere with internet access. The faculty at the College are known for their real-world professional experience and academic credentials. Students are taught by engineers, crime scene investigators, former police officers, nurses, doctors, lawyers, entrepreneurs, programmers, novelists, photographers, and videographers. The student-to-faculty ratio is 17:1. With an active and engaging student life experience, students can participate in 75 student organizations. SUNY Canton's athletic program includes 15 traditional sports teams that compete in NCAA Division III as members of the SUNYAC conference, as well as varsity esports and cheerleading.

The College is accredited by the Middle States Commission on Higher Education. Related organizations also accredit individual programs. The College's strategic goals include:

- Promoting academic excellence.
- Improving operational effectiveness.
- Optimizing enrollment.
- Focusing on sustainability.
- Enhancing diversity and a welcoming environment.
- Creating a robust, active, and enriching campus life.
- Building a greater awareness of SUNY Canton.

The 555-acre campus is located in a scenic, semi-rural area bordering the Grasse River. The campus is within walking distance of downtown Canton and features five classroom buildings with specialized labs for innovative hands-on learning, five residential buildings, and the Convocation Athletic and Recreation Center. Kennedy Hall, one of the five residential buildings, offers students single rooms in apartment-style suites. The athletic center includes an ice rink, pool, fitness center, and field house. The Southworth Learning Commons serves as the technological center and research hub of the campus. The Richard W. Miller Campus Center offers recreational and student access space for clubs and organizations. The campus also features miles of beautiful trails suitable for walking, running, biking, or skiing, with two scenic footbridges connecting the campus with the Village of Canton. To learn more about SUNY Canton, please visit: <https://www.canton.edu>.

**The Position:** Reporting to the President and serving as a vital member of the President's Cabinet, the Vice President for Administration is responsible for the strategic leadership over the University's fiscal management and Division of Administrative Services. This requires strong leadership, vision, and oversight in these areas, as part of the campus' leadership team. Serving as the Chief Financial Officer, the Vice President is the key advisor to the President on all matters related to SUNY Canton's finances. While prioritizing projects in consultation with campus leadership, the Vice President coordinates the campus' master planning and energy planning programs. They will also collaborate with the Canton College Foundation and College Association on various campus initiatives. The Vice President supports SUNY Canton's mission, vision, and values through effective structure, policies, and services to promote and sustain a transparent culture of evidence, assessment, improvement, quality, and accomplishments. Providing oversight, stewardship, and transparency, the Vice President helps the college community understand the status of fiscal, university, and facilities resources and how decisions are made thereto.

The Vice President for Administration leads a division dedicated to providing transparent fiscal management and facilities management across the institution. Fostering a welcoming and inclusive team environment, they will supervise, support, mentor, and encourage the professional development of staff in the Division of Administrative Services and help identify succession planning solutions for long-term stability of the division. The Division of Administrative Services currently consists of Revenue Accounting, Procurement & Travel, Student Accounts & Financial Aid, Budget & Internal Control, Facilities Planning & Services (including Capital Projects, Environmental Health, Safety, and Sustainability), Information Technology, University Police, and the College Association – a non-profit 501c(3) corporation contracted by the College to provide a variety of services, including campus dining programs, the campus store, vending, catering, student laundry services, campus IDs, student mail, textbooks, and student government accounting services. The Vice President serves as an ex-officio member of the College Association Board. The Vice President provides strategic vision and leadership for the Division of Administrative Services to find creative solutions and new ideas for issues that may arise, doing so within the parameters of a public/union environment. They will ensure quality service from all departments and promote a culture of data-informed assessment and evaluation of programs and services within the Division. Working collaboratively, the Vice President formulates and communicates short-term and long-range goals for the division that reflect the campus' strategic plan.

The Vice President for Administration represents the Administrative Services Division at campus meetings, SUNY meetings, and other events as requested by the President and works closely with SUNY System Finance, State University Construction Fund, SUNY Counsel, and University Audit Offices. They promote the work of Administrative Services across all campus divisions and within the 64-campus SUNY system. The Vice President will also be aware of, understand, and follow all SUNY and university policies. They will maintain confidentiality, as appropriate, according to law or policy, of information acquired in the work of the university. The Vice President will also perform other duties as assigned by the President.

**Qualifications:** The successful candidate will bring a minimum of five years of leadership experience in finance and/or administration, including supervisory experience over a large and diverse team with direct supervision and performance management. The new Vice President will have experience with long-range strategic financial planning for a complex organization. They will possess excellent communication skills with the knowledge and experience of interpreting financial information and presenting it to various audiences in a way that enhances transparent strategic decision-making. Preferred qualifications also include experience with higher education and/or New York and SUNY budgetary processes and operational and accountability measures; a history of implementing initiatives that contribute to the sustainability of a university; experience as an administrator in a public/union environment; the ability to provide financial modeling and forecasting; demonstrated creativity, innovation, and entrepreneurship in revenue generation; and an interest in and commitment to community engagement and professional development. A bachelor's degree, preferably in accounting, finance, business administration, management, or a closely related area from an accredited institution of higher education is required. An MBA or a master's degree in accounting, finance, business administration, management, or a closely related area from an accredited institution of higher education is preferred. A CFR or CPA designation is also preferred.

**Location:** SUNY Canton is located in the northern part of New York State, known as "The North Country." It is a place rich with history and full of opportunities for outdoor recreation. Canton, a village with a small-town atmosphere, offers a relaxed lifestyle. Its streets are lined with unique boutiques and essential businesses. The Village has a variety of places to worship and provides a welcoming environment, ideal for families, research, and education. Residents enjoy the picturesque views of the Grasse River with opportunities to canoe, kayak, and fish, and Canton's Farmer's Market from May to mid-October in the historic downtown park. Nearby attractions include the St. Lawrence River with the Eisenhower Locks and the St. Lawrence-FDR Power Project Visitors Center; the Adirondack Park with six million acres of wilderness, waterways, mountains, and rustic towns; the Frederic Remington Art Museum in Ogdensburg; and the Traditional Arts of Upstate New York (TAUNY) museum. Canton is only a short drive from Canada's capital, Ottawa, and a few hours from Montreal, Quebec. The Canton-Potsdam area is home to four colleges: SUNY Canton, St. Lawrence University, Clarkson University, and SUNY Potsdam. Each has unique educational, entertainment, and athletic events that all can enjoy.

**Salary:** \$160,000 to \$180,000

**Application:** Interested candidates should submit only a cover letter and resume/curriculum vitae to RPA Inc. at [SUNYCantonCFO@rpainc.org](mailto:SUNYCantonCFO@rpainc.org). For a confidential discussion about this opportunity or to make a nomination, please email Kira Heath, Search Manager, or Amanda O'Donnell, Vice President and Senior Consultant, at the email address listed above. The first review of candidates will continue through June 25, 2025.

*Pursuant to the State University of New York policy, SUNY Canton is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants, or other members of the campus community (including, but not limited to, vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.*

*The University's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.*



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