POSITION ANNOUNCEMENT

Assistant Vice Chancellor for Business and Finance - #58208

Division of Business and Finance
http://www.unk.edu/admin/vcbf/Division_of_Business_and_Finance/

The University of Nebraska at Kearney is seeking applications for an Assistant Vice Chancellor for Business and Finance position to begin in September, 2012

Job Description or Duties: The Assistant Vice Chancellor for Business & Finance acts in a supporting role to the Vice Chancellor for Business & Finance to help plan and facilitate the operations of the Division of Business & Finance.

Duties include:

- Coordination and preparation of analytical/strategic reports for new programs and activities for the Division and the campus;
- Work with departments within the division to prepare reports and presentations for senior staff members to gain support for new, revised or enhanced programs, projects or activities;
- Lead the Emergency Operation Team and communicate with the Vice Chancellor;
- Lead the development of campus wide centralized scheduling systems office and monitor activities and report operational progress;
- Facilitate process re-engineering within the Division to improve efficiency and service to on and off campus entities;
- Monitor software systems used within the Division to determine functionality and advise on its value to the campus and work with the division directors when a need to replace or upgrade is determined;
- Serve as UNK representative on the University's Financial System Task Force and coordinate departments of the Division in providing quality customer service to users of SAP and other division services;
- Represent the Division on the campus Enrollment Management Council with primary responsibility of providing financial analysis of issues addressed by the Council;
- Monitor the implementation of the UNK Strategic Plan for the Division;
- Serve as a back-up for the Vice Chancellor for Business & Finance as assigned on projects for the division, signatory authority, approval of position searches and will represent the vice chancellor at meetings as needed.

The position is also responsible for supervising the Risk Management Coordinator, the Business Analyst and the Human Resources/Affirmative Action Director.

Position is involved in daily operational issues for the division as well as the campus.

Required: Candidates will possess an undergraduate degree in Business Education, Business Administration, Accounting, Financial Management or a similar degree with preference for a Graduate degree in Accounting, Higher Education Administration, Business Administration, Masters in Business Administration (MBA), Masters in Public Administration (MPA) or similar degree. CPA or similar certificates would be considered.

- Qualified candidates will be a seasoned (10-15 years of experience) higher education financial manager who has experience working in a state system of higher education or a non-profit organization with similar characteristics of an institution of higher education.
Candidates must have 10-15 years of experience managing multi-million dollar operations and expertise working with an enterprise financial system such as SAP that has, at a minimum, had financial, budget and human resources modules.

Candidates must have proven experience for 10 years, working effectively in a team setting and as a leader in a variety of higher education administrative operational areas.

Finally the candidate must have 10 years of experience collaborating with a diverse group of people, i.e., ethnic diversity, age diversity, geographic diversity and work experience diversity;

Experience managing both small and large groups on a day-to-day basis as well as for specific project purposes; proven experience handling multiple projects with various deadline requirements;

A demonstrated track record of project management that involved in-depth analyses resulting in detailed written reports including recommended courses of action;

Expertise in managing both in house and auxiliary operations and experience working in a systems environment taking advantage of "Best Practices" that will benefit campus operations.

Successful candidates will exhibit the following personality traits: Highly ethical, motivated, a leader who seeks best outcomes by involving or through others, identifies what motivates others and influences appropriately, etc.

Must think conceptually, should be optimistic, positive, resilient, insightful, performance driven, an effective communicator, a decision maker, problem solver, and consensus builder.

Start Date: September, 2012  Competitive salary and benefits.

Application review begins July 1, 2012 and continues until position is filled.

For more information and to apply visit http://unkemployment.unk.edu

Applicants requiring accommodations under ADA should call (308) 865-8655.

Direct questions about the position to: (308) 865-8427.

Direct questions about the on-line application process to: (308) 865-8655 or employment@unk.edu

The University of Nebraska at Kearney is an Affirmative Action/Equal Opportunity Institution and participates in E-Verify.