

Luna Community College

Chief Financial Officer

POSITION OVERVIEW

This Executive level position serves as Luna Community College's (LCC) treasurer and chief financial officer charged with maintaining the fiscal integrity of the College. This position is also responsible for the planning, implementation, and managing of all finance activities, including business and strategic planning, budgeting, internal and external auditing, contract management, forecasting and negotiations for financial affairs and administrative services. Develops short and long-term plans for the Finance and Administration (F & A) areas.

ESSENTIAL JOB FUNCTIONS

- Provides leadership, direction and management to the finance and accounting team.
- Reviews all formal finance related procedures.
- Manages the processes for financial forecasting and budgets, and oversees the preparation of financial reports.
- Provides strategic recommendations to the President and members of the Executive Management Team.
- Establishes and develops relationships with senior management and external partners and stakeholders.
- Develops the annual budget in cooperation with designated College personnel and oversees the administration of the budget. Coordinates and oversees the auditing process.
- Develops short and long term plans for the Finance and Administration areas.
- Serves as a member of the Executive and President's council and advises the President on areas of responsibility.
- Approves financial transactions of the college including but not limited to purchasing transactions, and external contracts.
- Establishes policies and procedures related to fiscal affairs and attendant support services of the College.
- Provides for fiscal and support services including accounting, budgeting, contract administration, administrative computing and information processing.
- Directs and manages functions related to the college's financial resources including debt management, internal auditing and managing investments.
- Assists in physical facilities' planning, operations and maintenance including utilities, energy conservation, environmental health and safety, grounds, maintenance, safety and security, parking and traffic control, capital planning, assets control and facility usage.
- Coordinates all financial and administrative functions to ensure optimum efficiency and compliance to appropriate laws, policies and procedures according to the mission set forth by the LCC Board of Directors; as a member of the Executive Council active in the assessment, development and administration of resources.
- Assists operating units in defining strategies and developing plans to ensure continued

growth and prosperity of the academic enterprise; interacts regularly with other administrators and college committees coordinating data collection and analysis for planning, decision-making and resource allocations.

- Provides leadership and coordinates the College's learning support services programs with the campus community, high schools, parents, prospective students, and special interest groups; confers with and advises staff, students and others to provide technical advice, problem solving assistance, answers to questions and interpretation of program goals.
- Works closely in grant development, implementation and execution.
- Analyzes and anticipates college-wide impact of decision and policy implementation through the Finance and Administration Division.
- Works with Federal agencies and is familiar with various federal regulations.
- Prepares reports for the Board of Trustees and conducts workshops as deemed necessary.
- Oversees and manages internal and financial audit activity for the college.
- Prepares various reports for the Higher Education Department.
- Reviews procurement contracts.
- Supervision of Purchasing, Fiscal Office, IT, Physical Plant and other Departments as designated by the LCC President.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Budget development and financial administration
- Proficient in higher education policies, programs and services
- Knowledge of principles and practices of supervision and management
- Ability to interpret policy and analysis of trends
- Program development, administration and evaluation
- Ability to work under pressure
- State and federal laws related to finance, accounting, human resources
- Long-range planning, construction and maintenance, capital asset acquisition and related business management principles and practices
- Public safety and emergency management systems
- Interpret and implement the vision, mission and goals of the College for internal and external audiences
- Clear understanding of the New Mexico Procurement Code
- Write clearly and concisely
- Effective problem solving through sound decision-making processes and collaborative practices
- Extensive knowledge of Generally Accepted Accounting Principles (GAAP), financial reporting technical skills, and governmental fund accounting.

WORK ENVIRONMENT AND PHYSICAL FACTORS

- Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sits most of the time.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal; extensive reading and visual inspection.
- The worker is not substantially exposed to adverse environmental conditions.

EDUCATION AND EXPERIENCE

- Bachelor's or Master's Degree in Accounting is required;
- Certified Public Accountant (CPA) and four years of experience in finance and accounting or
Eight years of direct experience in finance and accounting with four years of Executive level Management experience is required.
- Experience at the executive level in finance and administration in a higher education environment is preferred

The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications. Luna Community College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

For complete job description and application process visit www.luna.edu Follow these links:

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