



Chief Financial Officer and Vice President for Business Affairs

Otterbein University invites applications and nominations for an entrepreneurial, strategic and collaborative leader to serve in the role of Chief Financial Officer and Vice President for Business Affairs (CFO / VPBA) to advance our mission and goals, and to further the University's reputation as a college of opportunity. The next CFO / VPBA will directly manage over 40 employees, a \$65 million University operating budget and will report directly to the President.

The Division of Business Affairs serves a campus with approximately 2600 FTE students in a mostly residential environment. The work of the division includes providing financial management and transparency, risk management, ensuring safety and compliance, overseeing capital improvements, and maintenance of the campus facilities. The University has more than 400 full time and over 200 part time employees.

The successful candidate will be a dynamic, innovative, and experienced leader with a record of management success in a university or equally complex setting; planning, resource development and project management skills and experience dealing with governing boards. In addition, the CFO / VPBA will demonstrate the capacity to inspire staff, to be an effective problem solver, and lead staff through organizational change. The CFO / VPBA must work closely with many constituents including other vice presidents, the Cabinet, the Board of Trustees, faculty, staff, students, alumni, and local and regional government agencies. The next Otterbein CFO / VPBA must embrace the academic mission of Otterbein and possess exceptional communication and interpersonal skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Finance & Business Services

- Provides leadership for financial management and planning through oversight of the Controller's Office, the Budget Office and the outsourced Chief Investment Officer (CIO).
- Responsible for the development of viable financial strategies to support the University's mission, vision and strategic plans.
- Works collaboratively with the President and senior officers as a member of the Cabinet to realize institutional goals; presents models to assist in making financial, including budget, recommendations.
- Prepares and monitors the University's annual and multiyear operating and capital budget plans;
- Provides financial information and guidance to the President, Cabinet and Board of Trustees through financial reporting and analyses.
- Maintains direct oversight of debt management and strategy, including bonds, lines of credit and capital leases managed by the debt finance advisor and outsourced CIO.
- Manages and monitors all financial service relationships.
- Works closely with the VP for Enrollment Management to develop appropriate pricing and financial aid strategies, and to seek, model and implement new revenue and enrollment streams.

- Identifies, creates and implements new revenue streams in partnership with divisional vice presidents.
- Partners with Human Resources on key functions including benefits administration, internal controls and risk.
- Works with auditors to strengthen financial controls and uses results of annual audits to inform policies and procedures, financial planning, forecasts and target setting.
- Serves as Cabinet's chief spokesperson for communication of financial and budget information to the campus community. Implements business and financial best practices; develops and maintains transparency in all business operations; establishes and maintains verification and accountability standards and practices; implements, communicates and monitors financial control policies.

Support for the Board of Trustees

- Serves the governing board by staffing its Audit and Risk Management Committee and Financial Resources Committee to enable the Board's management of its fiduciary duties.
- Reports to the President and Board committees on material risk management and financial changes.

Risk Management

- Supports the coordination and identification of campus-wide risk management activities, including environmental health and safety, for the University.
- Maintains appropriate insurance programs (health, welfare, property, casualty, and liability) for the protection of the physical plant as well as general liability policy.
- Provides oversight for contract administration. Supervises and approves auxiliary operations; manages the financing of construction projects.

Facilities Management & Planning

- Provides oversight for the efficient management and planning of the University's 286 acres, 56 academic, residential and administrative buildings with 1.2 million gross square feet of space.
- Responsible for the effective maintenance, operation and assessment of the University's physical plant, including implementation of sustainable practices.
- Updates and implements the University's campus master plan.
- Responsible for the regular update of building assessments to support proper investment and attainment of strategic goals of the academic, residential and administrative functions housed in each facility.
- Oversees new construction, renovations and maintenance strategy.
- Manages the sale and acquisition of real estate with the Board of Trustees.

Division Leadership & Management

- Establishes goals for the Office of Business Affairs, evaluates and directs staff to carry out department functions.

The University

Otterbein University is a private, residential comprehensive Master's institution in Westerville, Ohio, founded in 1847 and associated with the United Methodist Church. In 2010, its name became Otterbein University to reflect the increasing array of graduate and undergraduate programs offered. As a university that educates students of various ethnic and cultural backgrounds, we value a diverse faculty, staff, and administration and seek to create as diverse a pool of candidates as possible. The University is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion,

color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status.

QUALIFICATIONS:

- An advanced degree, especially in finance, business, or accounting is preferred, but equivalent experience will be considered.
- Active in NACUBO (National Association of College and University Business Officers) or one or more comparable professional organizations.
- Minimum of seven years senior leadership in Business Affairs, including direction and supervision of one or more of the following areas: finance and business services, risk management, and/or facilities management and planning strong financial analytical and reporting skills, experience in managing debt.
- Significant line-management experience in a variety of financial areas, preferably including experience in supervising the physical plant.
- Ability to establish external relationships and negotiate with financial entities (i.e., line of credit, rating agencies, bond holders, etc).
- Highly motivated and self-directed person who can integrate diverse constituencies (students, faculty, staff, facilities, services) within an overarching financial plan.
- Experience with risk management strategies.
- Experience with the development or modification of enterprise resource planning systems, preferred.
- Higher Education experience preferred.

Review of applications will begin immediately and continue until the position is filled. Applications will be considered on a rolling basis with a priority deadline of October 17, 2018. As a condition of employment, persons will have to submit to a confidential background check and submit official, sealed transcripts. All information obtained will be strictly confidential.

Applications/Nominations: Applicants should submit a complete and current curriculum vitae or resume, as well as names, addresses, email addresses, and telephone numbers of up to five references. A cover letter of interest should indicate how the applicant's qualifications relate to each of the required qualifications, as well as the preferred experiences and attributes of the position. Applicants should succinctly articulate their administrative philosophy, address how the candidate has supported inclusive and diverse communities and the role of the Division in private higher education. Applications should be sent electronically to hr.jobs@otterbein.edu. Nominations and requests for confidential conversations may be sent to Jeff Ankrom, Associate Provost for Strategy and Planning, jankrom@otterbein.edu.

Additional information about the University is available at <http://www.otterbein.edu>.

To explore careers and benefits at Otterbein, visit:
<http://www.otterbein.edu/public/About/Careers.aspx>.