



Title: <b><i>Vice President of Finance &amp; Administration</i></b>	Department: <b><i>Administrative Services</i></b>
Employee Group: <b><i>Central Administration</i></b>	Employee Classification (if applicable): <b><i>N/A</i></b>
Immediate Supervisor: <b><i>College President</i></b>	Supervises: <b><i>Financial Aid, Business Office, Human Resources, IT, and Facilities Supervisors</i></b>
Hours: <b><i>40</i></b>	EX/NE: <b><i>Exempt</i></b>

**General Description:** To provide leadership for and management of the College's financial, human and physical resources. As the College's chief business & financial officer, this position provides collaborative financial management leadership; ensures the short and long-term fiscal health of the College; oversees the business practices of the College; and ensures that the budget is linked to and supports the College's strategic plans.

**Position Duties/Functions:**

1. Report to, assist, and advise the College President.
2. Be involved in strategic planning for the overall development of the institution.
3. Provide vision and leadership over the following departments/areas: accounting, financial aid, information technology, human resources, athletics, auxiliary services, and facilities.
4. Administer the purchasing, insurance, investment, security, and parking regulation functions.
5. Coordinate the development of and monitor the College's annual budget.
6. Maintains long-term financial forecasts for College funds. Monitors both short and long-term internal and external financial and operational developments to ensure that forecasts are current and accurate.
7. Practice continuous quality improvement; conducts and oversees work activity to increase efficiency of and improve the effectiveness and productivity of assigned areas.
8. Work with College legal counsel to monitor developing legal issues and ensure compliance with existing laws.
9. Serve as the Civil Rights Coordinator and the Title IX Coordinator.
10. Approve and monitor all College contracts.
11. Provide leadership for all campus collective bargaining processes.
12. Provide and review data for reports to governmental agencies.
13. Participate in professional organizations to keep abreast of current developments and trends in community college administration.
14. Develop and maintain rapport with local agencies for the improvement of the College.
15. Provide leadership in the area of campus development.
16. Identify and assess staffing needs.
17. Develop, recommend, and monitor policies and procedures.
18. Responsible for monitoring conditions that may impact College operations on potential campus closures or delayed openings.
19. Serves as Assistant Treasurer to the Board of Trustees and the MCC Foundation as well as attend all related board meetings.
20. Perform other duties as specified by the College President.

**Qualifications:**

1. Minimum of a bachelor's degree in accounting/business administration, or a related field. MBA or CPA preferred.
2. Minimum of three years experience in a leadership position.
3. Minimum of four years business experience including budgeting, accounting, and general business functions or the equivalent.
4. Knowledge of and experience in union negotiations and collective bargaining preferred.
5. Strong communication skills and proficiency in building and maintaining relationships.
6. Demonstrated ability to work as an effective team member as well as independently.
7. Familiarity with and commitment to the community college philosophy and the mission, goals, and values of Montcalm Community College.

**Benefits:**

Medical, Dental and Vision coverage, high-deductible health plan (some plans fully funded). Long-term disability, Group Term life insurance, vacation, and sick leave. Tuition free study (some limitations) for self and dependents age 25 and under.

<b>REMUNERATION:</b>	<b>\$110,000 - \$125,000 (determined by experience)</b>
<b>APPLICATION DEADLINE:</b>	<b>August 10, 2025</b>
<b>START DATE:</b>	<b>Approximately October 1, 2025</b>
<b>METHOD OF APPLICATION:</b>	<b>Online application at <a href="http://www.montcalm.edu/employment">www.montcalm.edu/employment</a>. Attach your cover letter, detailed resume, transcripts, and three reference letters.</b>

*It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment, and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.*