



## **Vice President for Finance and Administration**

### **Position Description**

SUNY Geneseo, one of the nation's leading public liberal arts colleges, seeks a collaborative, innovative and entrepreneurial leader for the position of Vice President for Finance and Administration. The position is available on or about July 1, 2019.

Located in the national historic landmark village of Geneseo in New York State's Finger Lakes region, the residential campus overlooks the picturesque Genesee Valley, just 30 miles south of the major metropolitan area of Rochester and 70 miles east of Buffalo. The College, a selective institution that regularly leads the "Best Undergraduate Teaching" list among the top public institutions in the north by U.S. News and World Report, is New York's sole member of the Council of Public Liberal Arts Colleges (COPLAC), a national alliance of liberal arts colleges in the public sector.

Serving as the institution's Chief Financial Officer and member of the Cabinet, the Vice President for Finance and Administration reports directly to President Denise Battles. The Vice President is charged with ensuring the effective and efficient use of college resources by instituting effective controls and procedures. The position oversees the management of budget and planning, human resources, accounting services, internal controls and enterprise risk management, travel services, procurement and property control, mail and printing services, student accounts, campus auxiliary services, environmental health and safety, sustainability, and the maintenance and construction of campus facilities. The Vice President also serves as the Operations Manager for the Research Foundation. This individual oversees the Geneseo Foundation's accounting function and provides support to the Geneseo Foundation on matters relating to financial management, serving as an *ex officio* member of the Board and as staff support to the finance and audit committees. The Vice President will serve through June 2020 as COPLAC's Treasurer, concurrent with President Battles' service as the Council's President. While not a position requirement, individuals with the knowledge and skills to serve concurrently as the Government Relations Officer and lobbyist for the College are encouraged to apply.

SUNY Geneseo seeks an outstanding, collaborative leader with a keen appreciation of the College's distinctive mission and a desire to create and maintain a productive teaching and learning environment for the campus' students, personnel, and visitors. The successful candidate will have broad experience with administrative and financial policy matters, a dedication to ethical principles of financial management, a strong record of achievement in a relevant mid-to-upper level administrative role, either

experience in higher education or an advanced degree beyond a bachelor's, and possess at least five (5) years of significant experience in progressively responsible positions in administrative and/or financial management. Other required qualifications include superior written and oral communication skills; commitment to diversity and inclusion as well as to shared governance and transparency; and acumen in strategic planning that is linked to budgeting and assessment.

In addition, the following characteristics are strongly desired:

- A record of commitment to sustainability
- Commitment to the division's service-oriented focus
- Experience with developing mission-aligned innovative business solutions and operating strategies that enhance revenues
- Understanding of, or experience with, a collective bargaining environment

Application Procedures: The start date for this position is on or about July 1, 2019. The search will remain open until filled, but only applications received by January 4 can be assured full consideration. Confidential conversations with Jessica Kozloff, Senior Consultant with Academic Search, may be held prior to application and during the search process, and by those wishing to nominate candidates. Dr. Kozloff can be reached at [jsk@academic-search.com](mailto:jsk@academic-search.com). Applicants should submit a cover letter describing how they meet the required and preferred qualifications: current c.v. or vitae and a list of 5 references to [GENESEOVPAF@academic-search.com](mailto:GENESEOVPAF@academic-search.com). References will not be contacted prior to approval by the applicant. Confidentiality of the search will be assured until the finalists visit campus. More information about the search can be obtained by reading the Geneseo Leadership Profile at <http://academic-search.com/current-searches>.

Pursuant to University policy, SUNY Geneseo 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, 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 System Administration 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. For our full non-discrimination statement, see: <http://www.geneseo.edu/affirmativeaction>.

All applicants are subject to drug and criminal background checks. See our full Background Investigation Statement at <http://www.geneseo.edu/hr/employment>.

Applicants interested in positions may access the Annual Security Report (ASR) for the College at <https://www.geneseo.edu/police>. The ASR contains information on campus security policies and certain campus crime statistics. Crime statistics are reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus

Crime Statistics Act. Applicants may request a hard copy of the ASR by contacting the SUNY Geneseo University Police Department at 585-245-5651.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov).