



## **HARRIS-STOWE STATE UNIVERSITY**

### **POSITION VACANCY NOTICE**

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

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Harris-Stowe State University (HSSU), St. Louis, MO, is conducting a search for a Vice President for Administration and Finance. This is a cabinet-level position that reports directly to the president. HSSU is an urban, public university with a diverse population. The Vice president must have unquestioned integrity, a strong personal work ethic, be self-motivated and results-oriented; have experience managing a large staff with diverse responsibilities; possess strong and effective interpersonal skills; have experience in the development and implementation of strategic financial plans; and foster an atmosphere of compliance, superior customer service, productivity and cooperation.

#### **RESPONSIBILITIES**

- Manage units responsible for the university's business, financial and administrative services which include budgeting, asset management and investments, accounting, purchasing, payroll, student account services, facilities, campus public safety, and auxiliary services;
- Provide primary oversight of funding for capital improvement projects and deferred maintenance;
- Develop and administer policies and procedures in collaboration with the president and other senior administrators to ensure operational efficiency and the financial integrity of the university in support of the University's mission and strategic objectives;
- Provide clear and transparent financial data and budget information to support decision-making and ensure timely and accurate submission of budgets, financial reports, and performance measures;
- Work collaboratively with internal constituencies to support the strategic goals of the university and represent the university to external constituencies, including state legislators, foundation boards and community and business partners.

#### **QUALIFICATIONS**

- Five or more years of experience with documented success in performing the responsibilities listed above (preferably in higher education);
- A bachelor's degree from an accredited institution (CPA/CMA or MBA is preferred);
- Substantial financial, administrative and operational experience in senior leadership positions with strong analytical skills and experience interpreting a strategic vision into an operational model;
- Background that includes demonstrated expertise, knowledge or responsibility for budget and accounting, auxiliary enterprises, purchasing operations, facilities management and planning and public safety.
- A clear and convincing record demonstrating a commitment to diversity, equity and inclusion within a multicultural environment; and
- Excellent written, oral and interpersonal communication skills.

Salary commensurate with experience. Excellent benefits package.

**Applicants should submit a complete set of application materials including; an application, cover letter summarizing their qualifications and experiences, resume, official transcripts and a list of three professional references to:**

**Harris-Stowe State University  
Office of Human Resources  
3026 Laclede Avenue  
St. Louis, MO 63103  
314-340-3340**

**Or by emailing a complete set of application materials to [hr@hssu.edu](mailto:hr@hssu.edu)**

**Applications may be downloaded from our web site [www.hssu.edu](http://www.hssu.edu)**

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