

## **Associate Vice Chancellor for Finance and Administration Henderson State University**

**JOB DESCRIPTION:** The Associate Vice Chancellor for Finance and Administration will report directly to the Vice Chancellor for Finance and Administration. This position will be responsible for the supervision of Financial Services, Student Accounts, and Procurement.

**ESSENTIAL RESPONSIBILITIES:** Preparation of financial statements and reports (e.g. Comprehensive Annual Financial Report (CAFR); Annual Financial Statements; IPEDS, Higher Learning Commission reporting, Bond financial position statements and documents, etc.) to meet requirements throughout the year

Supervises procurement functions to ensure efficiency and compliance with state and federal laws.

Supervise the student accounts manager, assist with stipends, refunds, reconciliation and 1098T reporting. Manage billing configurations and drop for non-payment processes, payment posting and reconciliation, and oversee the verification of deposits as needed.

Supervise the transition of financial services from POISE to BANNER with go-live of July 1, 2021. Henderson State University has merged into the Arkansas State University System and will be joining its sister campuses in this movement of all ASU System campuses to the Banner Ellucian cloud ERP.

Work with VCFA to develop models for financial analysis and forecast reporting, including historical analysis of trends, peer comparisons, variance analysis and cost studies.

Develop interactive financial models that allow for multiple scenarios and link key factors, including enrollment management, revenue and expense assumptions.

Assist in the development of comprehensive financial capital plans and in the financial analysis of capital financing proposals for campus projects.

Represent the Vice Chancellor for Finance and Administration in internal and external meetings as needed.

Other duties as assigned.

**QUALIFICATIONS:** Henderson State University is an Equal Opportunity/Affirmative Action Employer with a significant commitment to the achievement of excellence and diversity among its faculty, staff, and students. In pursuit of this commitment, candidates will possess a Bachelor's Degree in Account, Finance or related field, with five years of progressively responsible financial and managerial experience, with two years in a supervisory position, preferably in a college, university, or public agency setting. Master's degree preferred.

In addition to degree and experience the candidate should have a working knowledge of accounting principles, financial practices, cost accounting techniques, good internal control requirements and data processing applications for business, as well as good written and oral communication and presentation skills. A working knowledge of college and university business practices is preferred.

**SALARY:** Commensurate with qualifications and experience.

**UNIVERSITY:** Henderson State University is located in Arkadelphia, Arkansas a charming, family-centered community of 11,000 residents situated one hour south of Little Rock, Arkansas on Interstate 30. Nestled in the foothills of the Ouachita Mountains, the community is home to two universities, a strong public school system, a thriving medical community, two recreational rivers, the iconic Lake DeGray, and is approximately 30 miles from historic Hot Springs National Park, one of the great American treasures. Please visit [www.hsu.edu](http://www.hsu.edu), [www.arkadelphiaalliance.com](http://www.arkadelphiaalliance.com), or [www.arkadelphiaschools.org](http://www.arkadelphiaschools.org) for more information about Henderson State University and our community.

**APPLICATION:** Interested candidates should submit a cover letter, resume, and three (3) professional references to:

Rita Fleming  
Vice President for Finance and Administration  
[fleminr@hsu.edu](mailto:fleminr@hsu.edu)

Review of applications will begin February 26, 2021, and continue until the position is filled.

The final applicant for this position will be required to submit to a background screening including a criminal background check and financial records check pursuant to university policy. The applicant will also be required to provide official transcripts to Human Resources. Under the provisions of the Arkansas Freedom of Information Act, applications are subject to public inspection upon written request.