JOB DESCRIPTION

Vice President for Administration and Finance

Farmingdale State College
State University of New York
About Farmingdale State College

Farmingdale State College, a campus of the State University of New York, is a college of applied science and technology with a diverse population of more than 9,000 students. As the largest of SUNY’s colleges of technology, Farmingdale equips students with the resources and critical-thinking skills sought by today’s emerging industries, through its Schools of Business, Engineering Technology, Health Sciences, and Liberal Arts and Sciences. Farmingdale offers 38 undergraduate degree programs and will offer its first master’s degree in Fall 2017.

In its most recent college poll, U.S. News & World Report ranked Farmingdale State College #9 among public colleges in the North and #28 among all colleges in the region. Farmingdale has been ranked one of the top colleges in return on investment, and one of the safest colleges in the nation according to multiple rankings. Farmingdale is a pioneer in environmental sustainability and alternative energy, and boasts a highly successful NCAA Division III athletics program. The campus is located on 380 lush acres in the heart of Long Island, approximately 45 minutes by rail or automobile from New York City.

Farmingdale State College is committed to a culture of inclusion in which all individuals are respected and treated fairly. The college fosters an environment which promotes a work/life balance and affords an opportunity for all employees to excel. Farmingdale is steadfast in its commitment to attract and retain a workforce which is representative of our multicultural society.
Vice President for Administration and Finance and Chief Financial Officer

The Vice President for Administration and Finance/CFO leads a division of approximately 250 employees and manages an annual budget of $63 million, while ensuring fiscal management, facilities management and personnel management across the institution. As a member of the President’s Cabinet, the Vice President for Administration and Finance works collaboratively with the Provost and Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Institutional Advancement and Enrollment Management, the College Foundation and the Chief Diversity Officer to fulfill the college’s mission, ensure financial stability and promote an environment of continuous improvement.

The Division of Administration and Finance serves the entire campus - administrators, faculty, staff, students and visitors - by providing the following essential administrative services.

These services include:
- Financial Management
- Business Affairs
- Human Resources
- Legal Services
- Information Technology
- Student Accounts
- Financial Aid
- Capital Planning
- Facilities, Maintenance and Physical Plant Operations

In addition, the Vice President and CFO is also responsible for the business and fiscal affairs of all non-State campus organizations such as the Auxiliary Services Corporation, Children’s Center, and Small Business Development Center.
Key Responsibilities

Reporting to the President, the Vice President for Administration and Finance will:

■ Provide vision and leadership for the Division of Administration and Finance
■ Provide oversight and stewardship of fiscal, human, and facilities resources
■ Supervise, support, mentor, and support development of staff in the Division of Administration and Finance
■ Work collaboratively to implement Farmingdale State College’s multi-year Strategic Enrollment Management Plan
■ Formulate and communicate short-term and long-range goals for the division that reflect the campus’ Strategic Plan
■ Promote a culture of data-informed assessment and evaluation of programs and services in the Division of Administration and Finance
■ Collaborate with Institutional Advancement and the College Foundation in fundraising efforts and on the campus capital campaign
■ Represent the Administration and Finance Division and the campus at SUNY meetings and other events as requested by the President
■ Promote the work of Administration and Finance across all campus divisions, in the system, and beyond
■ Ensure quality service from all departments in Administration and Finance
■ Contribute to a vision of environmental sustainability and responsible environmental stewardship
■ Participate in committees and provide service to the department, college, university, and profession
■ Maintain knowledge and follow all university policies while working with SUNY System Administration, the State University Construction Fund (SUCF) as well as the New York State Department of Budget (DOB).
■ Facilities, Maintenance and Physical Plant Operations
Requirements

Required Qualifications

- MBA, or master’s degree in finance, business, or related area
- Significant experience in progressively responsible positions in finance and administration
- Knowledge of Capital Planning
- A keen understanding of the culture of a college campus
- The ability to work constructively and effectively with the academic community, system, and state officials
- An effective, balanced, and collaborative leadership style that combines a capacity for strategic vision with technical experience in financial management
- Significant experience with long-range strategic financial and facilities planning
- Excellent communication, negotiation, conflict resolution, and team-building skills
- Adherence to strong ethical principles of financial management
- Demonstrated commitment and ability to work with a diverse group of students, faculty, staff and constituents in support of campus and department mission

Preferred Qualifications

- Certified Public Accountant (CPA)
- 10+ years’ experience in progressively responsible positions in administration and finance
- Experience developing and implementing initiatives that contribute to the sustainability of the college
- Experience in public higher education administration
- Experience in the SUNY System
- Experience with higher education budgetary processes, and operational and accountability measures
- Experience in facilities administration and capital budgeting
- Experience in Human Resources Administration in a unionized environment
- Demonstrated history of developing sustainable public-private partnerships
- Demonstration of creativity, innovation, and entrepreneurship in revenue generation
- Interest in, and commitment to, community engagement
Additional Information

Benefits

- Comprehensive benefits plan including health, dental, prescription, and vision insurance
- Retirement plan options including a fixed pension plan or a 401(A) with generous employer contributions
- Generous paid leave provisions including vacation, sick and holiday leave
- A rich array of services, programs and benefits to help employees advance in their career and enhance the quality of their personal life, including professional development programs, Employee Assistance Program (EAP), employee wellness programs, discounted membership to the campus fitness center, and access to the campus Child Care Center.

To see the full benefits available to employees go to: [http://www.suny.edu/benefits](http://www.suny.edu/benefits).

This is a full-time, 12-month, Management/Confidential position beginning June 1, 2017.

The salary range for the position is $150,000 to $175,000 per year, but may increase commensurate with education and experience.

_Farmingdale State College seeks a broad and diverse pool of candidates for this position. The college is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of 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 any other legally protected status._
Division of Administration and Finance

Business Affairs
Business Affairs is responsible for the overall administration of general institutional services and the management of fiscal activities, including but not limited to, accounting, budget development, payroll, personnel, purchasing, travel and internal control.

Budget & Finance
Under the direction of the Controller, Farmingdale’s budget is developed using a myriad of directives and procedures promulgated by SUNY System Administration, the Department of Audit and Control, and the State Division of the Budget. It is the responsibility of the Controller to ensure that state funds are expended in keeping with allocation levels and appropriate state purposes.

College Audits
The VPAF has responsibility for coordinating all campus audits and preparing the college’s official response to all audit findings, which are then assembled in report form and forwarded to the agency responsible for the issuance of the audit report.

Accounting
The Accounting Officer is responsible for monitoring expenditures and revenue reconciliations of the college to ensure that accurate records are maintained for individual departments. This office works closely with both the Controller and Student Accounts to ensure accurate projections of campus fiscal needs and relative income.

Inventory Control
The college’s Property Control File records the historical data for all college-owned assets. This file in recent years has become the mechanism by which the Division of the Budget monitors the condition and life of all college-owned assets. The Division of the Budget utilizes the information provided by the record to determine those assets eligible for replacement in any given fiscal year.
Human Resources
Human Resources is committed to supporting the college’s mission by providing consultation and innovative solutions in the areas of Personnel, Payroll, and Benefits and assisting the college in hiring, retaining, developing and rewarding a highly qualified work force. The Department of Human Resources:

- Provides leadership and guidance in the development, implementation and administration of policies and procedures
- Complies with federal and state laws, regulatory agencies and collective bargaining agreements
- Assists departments and employees in meeting their respective functional responsibilities
- Contributes and supports the college’s diversity initiatives

Farmingdale State College is an Affirmative Action/Equal Opportunity Employer.

Legal Services
Legal Services is responsible for assisting the campus community with the interpretation and application of state and federal laws; reviewing and/or drafting contracts and agreements; managing access to records; and acting as a liaison to campus Counsel on various legal matters.

Information Technology
Information Technology (IT) provides computing and data communication support and services to the academic and administrative segments of the campus. IT provides and maintains many types of software and services to support the school’s mission. These services are regularly reviewed, expanded and upgraded to support the college’s evolving computing needs.

Student Accounts
The Student Accounts Office is responsible to administer, bill and collect student accounts and disburse financial aid to support the educational and customer-service mission of the college.

The college also offers automated services, allowing business to be conducted 24 hours a day, seven days a week on the college website. The Student Accounts Office handles all payments made to the college, disburses refunds, administers the college’s payment plan and certifies all TAP payments made to students.

Financial Aid
Farmingdale participates in federal and state aid programs that help make education affordable for all students. Debt-management counseling and college work-study placement services are also provided.

Facilities
Campus facilities are primarily used by faculty, staff and students for pedagogical, cultural, recreational and internal organizational activities, in support of the college’s mission. These activities include, among others, classroom and lab instruction, research, college-sponsored conferences, department meetings and student-club events.
Physical Plant
The Physical Plant consists of: power plant; structural maintenance; mechanical equipment maintenance; maintenance of roads and grounds, parking lots, eight miles of primary and secondary roads; transportation; moving and trucking; utilities distribution; sewage treatment; capital equipment; facilities planning; capital improvement budget; construction management; campus safety; custodial service; energy management and central receiving.

Application Instructions
Interested candidates may apply and submit the required documents listed below by visiting https://farmingdale.interviewexchange.com/candapply.jsp?JOBID=80993#pageTop. Although the committee will review applications until the position is filled, complete applications received by March 1, 2017 will be given full consideration. We require the following documents:

- Cover Letter
- Resume/CV
- Names and contact information for five professional references

Note: After submitting your Resume/CV, the subsequent page gives you instructions that enable you to upload the additional required documents.

Confidential inquiries and nominations may be sent to:
Ms. Marybeth Incandela
Director of Human Resources
Email: incandm@farmingdale.edu
Phone: 631-420-2107

Please see the FAQ for using the online application system. Please contact us if you need assistance applying through this website.

- The Consumer Information web page can be viewed at the following link – http://www.farmingdale.edu/consumer-information.
  This page describes various services, information and statistics on many different aspects of the college’s operations.
- VISA SPONSORSHIP IS NOT AVAILABLE FOR THIS POSITION

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