



## **NOTICE OF VACANCY (New Salary Proposed)**

### **Vice President of Business Services**

**REPORTS TO:** President

#### **DESCRIPTION OF POSITION**

At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Vice President of Business Services will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Vice President of Business Services serves as the Chief Financial Officer and is responsible for maintaining effective and efficient business services operations and helps evaluate proposed new initiatives and guides long-term financial planning within the scope of the college's mission, vision, and strategic plan.

A key member of the President's Executive Leadership Team, the Vice President of Business Services works as part of a team to set the overall direction of the college and consults with the members of the Executive Leadership Team on college-wide issues and works collaboratively to ensure that the college achieves its strategic and operational goals. The Vice President of Business Services directs the activities of the business services functions with supervisory responsibility for financial and business services, budget preparation and management, contract administration, food service, bookstore, asset management, and college advancement and alumni affairs.

More specifically, the Vice President of Business Services is responsible for the following:

#### **DUTIES AND RESPONSIBILITIES**

- Actively participates as a member of the President's Executive Leadership Team and assists the President and other senior managers in achieving priority institutional goals and strategies identified in the college's strategic plan;
- Advise the President in regard to financial and insurance matters and other matters as assigned;
- Analyze operational issues affecting particular organizational units and/or the entire college, and determine their financial impact;
- Assess and recommend appropriate changes in the departmental organizational structure, job content, and workflow to ensure the highest level of services to the college community;
- Conduct internal audits as needed to ensure proper accounting of all fiscal responsibilities;
- Continuously seek input and feedback from the Board of Trustees; administration, faculty and staff with an emphasis on service;
- Develop, maintain and monitor metrics, scorecards, surveys, standards, and procedures for delivering effective services to ensure alignment with the college's needs.
- Ensures compliance with accounting standards and practices, including those outlined in the Mississippi Community College Accounting Manual, AICPA, NACUBO, and GASB, and adapt systems as necessary to reflect changes;

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## DUTIES AND RESPONSIBILITIES (cont.)

- Evaluate and recommend appropriate policies and procedures to ensure the financial health of the college;
- Maintain a friendly and supportive atmosphere for students, faculty, staff, and the public;
- Maintain an understanding of current ideas/trends, research and practices pertaining to the areas of responsibility for this position through continued study and participation in professional organizations;
- Maintains records to support all necessary accounting controls, reports and services, and properly manages the custody of funds, investments, and other assets of the college;
- Monitor and support budget managers to ensure adherence to their respective budgets;
- Monitors general economic, business, and financial conditions and their impact on the college's policies and operations;
- Oversee the college's advancement and alumni affairs department to ensure all federal, local, and state regulations are strictly followed; to ensure proper financial recordkeeping and reporting; and to support the Director in his/her role in building strong partnerships with college stakeholders in effort to increase donors and financial support.
- Oversee the development and implementation of all budgeting, forecasting, audit, accounting, purchasing and insurance activities of the college, and prepare long-range financial planning models to assist with decision-making;
- Oversee the development of the annual operating budget for the college and ensure all administrators with budgetary responsibilities are provided regular status reports; report any deviations or potential problems to the President and recommend corrective action;
- Oversee the college's insurance coverage;
- Play a key role in contract negotiations;
- Prepare and present financial reports to keep the President and Board of Trustees informed of the College's financial condition;
- Prepare reports for MCCB and LBO, including the Mississippi Budget Report, Manpower, etc.;
- Provide leadership for college-wide financial planning aligning budgets with the established institutional strategic goals, and assessing effectiveness of institutional resource distribution;
- Serve as a resource to the President and Board of Trustees to ensure the college's overall financial health and adequate internal controls;
- Serve as Chair of the Budget Planning Committee, and also serve on a variety of other committees as assigned;
- Serve as the college contact for state and federal agencies, district functions and local agencies in matters pertaining to college business service matters;
- Supervise all Business Office related departments, College Advancement and Alumni Affairs, and auxiliary enterprises, including food services and the bookstore;
- Work in collaboration with the President and Director of Facilities to develop and maintain short- and long-range plans for renovation and construction; and
- Perform other duties as assigned.

## MANDATORY QUALIFICATIONS

- Master's degree in Accounting or Finance from a regionally accredited institution of higher learning
- Minimum of five years progressive financial management experience
- Demonstrated experience and knowledge in using information technology in business applications such as Banner software

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## **DESIRABLE QUALIFICATIONS**

- Doctorate degree in Accounting or Finance from a regionally accredited institution of higher learning
- Preference may be given to applicants who hold a Certified Public Accountant (CPA) designation
- Preference may be given to applicants with governmental accounting experience
- Preference may be given to applicants with work experience at the post-secondary level

## **KNOWLEDGE AND SKILLS REQUIRED**

- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to multitask and possess initiative.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Dedicated to and appreciate the concept of the community college.
- Effective planning, organizational, and time management skills.
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- Knowledge of first generation college students, at-risk students, and underprepared students.
- Strong interpersonal, writing, and verbal communication skills

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## **TERMS OF EMPLOYMENT**

This is a Full-Time, 12-Month, Exempt, Administrator position.

## **SALARY**

\$100,000 - \$125,000 annually

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## APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (online only)
2. Unofficial College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website,  
<https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to [humanresources@msdelta.edu](mailto:humanresources@msdelta.edu) or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

## DEADLINE TO APPLY

**Internal/External – November 11, 2025 at 5:00 P.M.**

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