



**SNOW
COLLEGE**

OPEN POSITION:

Vice President of Finance & Administrative Services

About our College

Snow College is a two-year public college. In January of 2020 The Chronicle of Higher Education ranked Snow College #1 in the nation for student success of two-year colleges. Located in Ephraim, Utah, at the foot of the Wasatch Mountains, Snow College is one of the oldest comprehensive two-year colleges in the Western United States.

The College was established in 1888 and excellence continues to be the hallmark of our work and activities. We are the preferred choice of approximately 6,000 students who want a small college experience filled with a variety of activities, events and performances, to go along with their outstanding academic opportunity.

Snow College offers programs and courses which are highly interactive and are designed to reach a broad spectrum of students: high school students desiring college courses, traditional on-campus students, technical education students, online students, and non-traditional students who wish to start or complete degrees in Associate of Arts, Science or Applied Science or have the option of numerous specialized, short-term technical training certificates and diplomas including a few programs with bachelor's degrees. Snow is committed to the success and positive experience of every one of these students.

Highlights

Snow College won 2021 & 2022 Best of State Awards in the following areas: Higher Education Administrator, College/University Teacher, Educational Advisor, Curriculum Development, Vocational Training, Support Personnel and the Best of State Statue award in Education.

Small class sizes result in students receiving more personal attention and specialized assistance from dedicated professors and advisors.

Low tuition, housing, and fees make Snow College the most affordable and best valued college in Utah.



Mission

Snow College continues a tradition of excellence, encourages a culture of innovation, and cultivates an atmosphere of engagement to advance students in the achievement of their educational goals.



Roles of Snow College

Building upon tradition and heritage of academic distinction and personalized attention, Snow College fills the following roles:

1. Snow College serves as one of the nation's finest two-year transfer institutions with a focus on liberal arts and sciences and maintains cooperative relationships with distinguished colleges and universities.
2. Snow College enhances the economic development of Central Utah through partnering with business, industry, government, and community to provide high-demand professional, career, and applied technology education.
3. Snow College enriches the educational, cultural, and recreational life of Central Utah through community and continuing education opportunities, cultural and athletic events, and community outreach services.
4. Snow College is dedicated to helping individual students achieve their academic goals through a caring, personalized learning environment, providing comprehensive student success services, library and learning resources, and targeted supplemental and developmental education programs.
5. Snow College focuses on developing the whole student and encourages student involvement in a variety of co-curricular activities, service organizations, service-learning opportunities, academic and special interest clubs, athletics, and student leadership opportunities.
6. Snow College welcomes all who will gain from or contribute to its educational and student-centered environment including individuals with diverse backgrounds and perspectives.
7. Snow College partners with higher education institutions which offer baccalaureate and graduate programs in select disciplines for the citizens of Central Utah.



The Job

The Vice President of Finance and Administrative Services (VP-FAS) is a key member of the executive leadership team at Snow College, providing strategic direction and oversight for the college's financial health, budget management, and administrative services. The VP-FAS ensures that financial operations, compliance, and business functions align with the college's mission, goals, and objectives, promoting fiscal responsibility and sustainability. This role plays a vital part in supporting the college's decision-making processes and long-term planning.



Qualifications:

Master's degree in finance, accounting, business administration, or a related field (required); Certified Public Accountant (CPA) or Certified Management Accountant (CMA) is preferred. A minimum of 8-10 years of experience in financial management, including leadership experience in a higher education or public sector environment. At least 5 years of experience in a senior leadership role with responsibility for managing budgets, strategic financial planning, and administrative services.

Key Responsibilities:

1. Financial Leadership and Oversight:
 - o Provide strategic leadership in financial planning, forecasting, budgeting, and resource allocation for the college.
 - o Oversee the preparation and administration of the college's annual budget, ensuring alignment with institutional priorities and compliance with regulations and required timelines.
 - o Manage the college's financial reporting, accounting, and auditing functions.
 - o Prepare regular reports on financial performance for the college's senior leadership and Board of Trustees.
 - o Assist the college in identifying financial efficiencies that support the college's role, mission, and strategic plan.
2. Strategic Planning and Risk Management:
 - o As a key member of the president's Cabinet, work collaboratively with the executive team to identify strategic markets and initiate calculated actions that benefit the long-term sustainability of the college.
 - o Develop and implement long-term financial strategies and policies to ensure the financial sustainability of the college.
 - o Identify financial risks and opportunities, recommend strategies to mitigate risks, and optimize resources.

- Collaborate with other departments to assess the financial impacts of new programs, initiatives, or regulatory changes.
- 3 Business Operations and Facilities Management:
 - Oversee all administrative services functions, including procurement, contracts, and facilities management.
 - Ensure efficient and cost-effective operations of the college's physical infrastructure and real estate portfolio.
 - Provide leadership for campus planning, including space utilization, facilities renovation, and capital improvement projects.
- 4 Human Resources and Organizational Development:
 - Supervise and direct the administrative services teams, including human resources, finance, budget, procurement, IT, campus police, Title IX, risk, and facilities management staff.
 - Foster a culture of accountability, collaboration, and innovation among staff members.
 - Ensure the development and implementation of employee policies that support the college's goals and regulatory compliance.
- 5 Compliance and Reporting:
 - Ensure compliance with all federal, state, and local laws, regulations, and policies related to financial management, procurement, and other administrative services.
 - Prepare and present comprehensive financial reports for accreditation bodies, state agencies, and external auditors.
 - Ensure accurate and timely reporting for grants, bonds, and other funding sources.
- 6 Community and Stakeholder Engagement:
 - Represent the college in financial matters to the Board of Trustees, legislators, external organizations, and the public.
 - Collaborate with college leadership, faculty, and staff to understand needs and ensure financial decisions align with institutional goals.
 - Lead efforts to build strong partnerships with external stakeholders, including local governments and private entities.
- 7 Technology and Systems Management:

- Oversee the selection, implementation, and maintenance of enterprise software and systems.
- Ensure the college's IT systems are secure, efficient, and scalable to meet current and future needs.

Knowledge, Skills, and Abilities:

Knowledge:

- 1 Financial Management:
 - Deep understanding of budgeting, accounting, financial planning, and reporting principles.
 - Knowledge of financial analysis techniques and methods to assess and optimize resource allocation.
 - Expertise in managing large, complex budgets and ensuring effective financial oversight.
 - Familiarity with cost-benefit analysis and forecasting methods for higher education institutions.
- 2 Higher Education Finance:
 - Understanding of the unique financial dynamics in higher education, including funding sources such as state appropriations, grants, tuition, and auxiliary services.
 - Knowledge of accreditation and compliance requirements, including those imposed by governmental and accrediting bodies.
- 3 Compliance and Regulatory Knowledge:
 - In-depth knowledge of federal, state, and local regulations related to public sector finance, including accounting principles (GAAP), tax laws, and reporting standards (e.g., GASB, OMB A-133).
 - Familiarity with procurement processes, legal contracts, and risk management in the public sector.
- 4 Facilities and Operations Management:
 - Knowledge of facilities management, including space planning, capital improvement projects, and resource allocation for physical infrastructure.

- Understanding of how to balance operational efficiency with the maintenance and upgrading of campus facilities.
- 5 Human Resources and Organizational Development:
 - Knowledge of HR policies, employee relations, performance management, and labor laws in the context of higher education.
 - Familiarity with organizational development strategies, leadership training, and staff development.
- 6 Technology and Financial Systems:
 - Understanding of management software and systems used in higher education institutions (e.g., ERP systems like Banner).
 - Knowledge of cybersecurity and data management practices for safeguarding data.

Skills:

- 1 Leadership and Management:
 - Strong leadership skills with the ability to build, guide, and inspire high-performing teams.
 - Foster a culture of collaboration, accountability, and excellence across financial and administrative departments.
 - Capacity to make decisions that balance financial goals with institutional priorities.
- 2 Strategic Planning:
 - Skill in long-term strategic financial planning, including the ability to forecast financial trends and create strategies to ensure the college's financial sustainability.
 - Assess organizational needs and make decisions that align financial resources with strategic priorities.
- 3 Communication:
 - Excellent verbal and written communication skills for presenting complex financial information in an accessible manner to diverse audiences (e.g., Board of Trustees, senior leadership, faculty, and external stakeholders).

- Facilitate meetings, provide clear updates, and write detailed reports and proposals.
- 4 Problem-Solving and Critical Thinking:
 - Strong analytical and problem-solving skills to assess financial situations and develop solutions to complex challenges.
 - Think strategically and make data-driven decisions that are in the best interest of the college.
- 5 Collaboration and Relationship Building:
 - Skill in building positive relationships with internal and external stakeholders, including the college's executive team, faculty, staff, government agencies, and community members.
 - Engage with diverse groups and consider their input in financial decision-making processes.
- 6 Project Management:
 - Proficiency in managing multiple projects simultaneously, prioritizing tasks, and meeting deadlines.
 - Oversee large-scale initiatives, such as campus renovations or new financial systems implementation.
- 7 Conflict Resolution and Negotiation:
 - Strong interpersonal skills with the ability to resolve conflicts effectively and maintain a cooperative work environment.
 - Negotiation skills to work with vendors, contractors, and other external parties on contracts and service agreements.

Abilities:

- 1 Financial Acumen:
 - Analyze and interpret complex financial data and make informed decisions.
 - Capacity to develop budgets, track expenditures, and manage cash flow in a dynamic environment.
 - Adaptability:
 - Adapt to changing priorities, regulations, and financial environments.
 - Capacity to manage competing demands and navigate through uncertainty or financial constraints.

- 2 Decision-Making:
 - o Make informed, ethical, and timely decisions based on a comprehensive understanding of financial data, institutional needs, and external factors.
 - o Comfort with making high-stakes decisions with significant financial implications.
- 3 Visionary Thinking:
 - o See the "big picture" and drive long-term financial sustainability through innovative solutions.
 - o Anticipate future challenges and opportunities in higher education finance and administration.
- 4 Resource Management:
 - o Manage resources effectively and efficiently, ensuring that financial and operational goals are met within budgetary constraints.
 - o Optimize the use of facilities, staff, and technology in delivering administrative services.
- 5 Ethical Integrity:
 - o Strong commitment to ethical conduct in financial reporting, budgeting, and organizational decision-making.
 - o Maintain the highest standards of transparency and accountability in financial operations.

Snow College is an equal opportunity/Affirmative Action employer and educator.



Strategic Plan

This position is an important part of the College's [Strategic Plan](#)

Living & Working in Sanpete County

Sanpete County: Manti-La Sal National Forest, Maple Canyon, museums, plays and other productions at the Eccles Center for Performing Arts, and more on the [Sanpete County Website](#).



Thank you!

Thank you for your interest in Snow College!

Please apply at: <https://www.school.com/careers/snowcollege>.

This position will remain open until filled, but **applications received by 11:59 PM on January 17, 2025**, will be eligible for review by the hiring committee. Applications received after that date may not be reviewed by the hiring committee unless deemed appropriate by college administration.

If you have any questions regarding positions, please contact the HR Recruitment Specialist at jobs@snow.edu.

