

DAVIDSON COLLEGE JOB DESCRIPTION

TITLE: Vice President for Business and Finance **POSITION #:** F00001

DEPARTMENT: Business and Finance **JOB FAMILY:** Business and Finance

REPORTS TO: President **GRADE:** 11

FLSA:E

BASIC FUNCTION: The Vice President for Business and Finance is the chief advisor to the President in the areas of business, finance, information technology, and administrative services, and is responsible for providing leadership and vision to the management of the College's physical and financial resources to assure that it can successfully carry out its educational mission, both now and in the future. Along with five other members of the College's principal management group, the Vice President for Business and Finance reports directly to the President, and, as such, participates with this group and the President in formulating broad strategic and managerial policies and decisions, across all areas of the College, for the direction and future of the institution. Reporting to the Vice President for Business and Finance are the College's Controller and Business Services; Information Technology; Investments and Financial Planning; Physical Plant; and Auxiliary Services, which includes the Bookstore, Dining Services, the Guest House and the Laundry.

ESSENTIAL FUNCTIONS:

- Deal with unusual non-repetitive situations that have substantial impact on the College's resources, which requires seasoned business judgement e.g., property transfers, housing developments, design of fringe benefit package.
- Plan, direct and maintain all budget operations of the College.
- Supervise management of the endowment and other financial resources.
- Serve on College committees and task forces as required.
- Oversee the operation of the:
 - Business Services and the Controller's Office
 - Physical Plant, rental housing, insurance, etc.
 - Human Resources Department
 - Auxiliary Services – Food Service, Student Store, Laundry and Guest House
 - Telecommunications and Administrative Services
 - Information Technology Services
 - Investments

WORKING CONDITIONS: Office environment.

EDUCATION AND EXPERIENCE REQUIREMENTS: The successful candidate will possess a strong, well-rounded background in financial management and strategy, with exposure to varied business environments and a solid understanding of the key financial issues facing colleges and universities today. The ideal candidate will also possess a demonstrated ability to interpret broad policy matters and provide program direction, and a demonstrated ability to design, develop, and implement those programs to meet the College's needs. An undergraduate degree is required; however, a graduate degree is strongly preferred.

August 2003