



**CONNECTICUT STATE COLLEGES AND UNIVERSITIES (CSCU) SYSTEM
JOB OPPORTUNITY
JULY 31, 2018**

CHIEF FINANCIAL OFFICER

Open to: The Public
Location: 61 Woodland Street, Hartford, CT
Shift/Hours: Full-Time, 40 hours/week
Salary: Commensurate with experience
Closing Date: Review of applications will begin July 31, 2018
and will continue until the position is filled.

General Definition:

The Chief Financial Officer (CFO) manages the overall financial risk of the Connecticut State Colleges & Universities (CSCU), comprising four state universities, twelve community colleges, and an on-line college. In executing this responsibility, he/she supervises the compilation of annual and biennial budgets, annual financial statements, and periodic analyses. The CFO supports the CSCU President operationally and strategically, and serves as management liaison to the Finance and Infrastructure Committee and the Audit Committee of the Board of Regents for Higher Education (BOR).

The CFO will have primary day-to-day responsibility for developing and maintaining finance and accounting policies, budgeting and financial planning, accounting systems and controllership function, contract management/negotiations and coordination with CSCU legal counsel and the State Attorney General's Office, management of the construction and maintenance of system-wide facilities, and securing and servicing bond funds. The CFO is responsible for coordination of audits conducted by external independent auditors and the state's auditors. The CFO is responsible for implementing and maintaining system-wide payroll and purchasing functions.

Essential Duties:

- Advise the President and the BOR on all fiscal matters and financial risks.
- Develop annual and biennial budgets and capital plans which promote financial stability of the system and support prudent, fiduciary utilization of state funds and student tuition and fees; prepare budgets and requests for approval by the President and BOR and submittal to

the state's Office of Policy Management for appropriation of general, operating and bond funds.

- Assess organizational performance against both the annual budget and the BOR's long-term strategies.
- Ensure financial information systems are adequate to provide accurate data and meaningful materials to support informed decision-making.
- Manage cash and cash requirements in order to meet financial obligations of the institutions and the system.
- Plan and implement strategies pertinent to the system's finance organization, including process redesign and recommendations for efficiency/effectiveness; develop plans for shared services wherever appropriate and feasible.
- Provide advice and guidance to Campus Presidents and finance staff of the constituent units.
- Provide system executive management with advice on the financial implications of all activities.
- Report as required to the BOR's Finance and Infrastructure Committee and Audit Committee, manage the agendas, ensure that reporting is timely and relevant to the BOR's duties, and prepare any ad hoc reports or information requested by the BOR in general.
- Manage system-wide compliance; develop corrective action plans and respond to findings of external and state auditors; ensure processes promote compliance with state and federal laws, internal controls, bond covenants, and ethical conduct.
- Implement and update enterprise risk management evaluations and report items of significant risk or concern to the Audit Committee.
- Ensure annual reports are prepared in compliance with generally accepted accounting principles, and coordinate and facilitate independent audits to ensure timely filing with the Office of the State Comptroller.
- With the President and in consultation with the institutions, set annual tuition and fee rates and prepare information for BOR approval.
- Develop and periodically evaluate the methodology for allocating state funds to the individual institutions as a portion of their revenues.
- Assist the President in advocating for state funding support.
- Convene periodic meetings of the institutions' fiscal officers to communicate information required for optimal performance, consistent procedures and general/educational interest.
- Represent the President and CSCU on boards of various agencies or quasi-agencies which are finance related.
- Coordinate and negotiate for insurance requirements such as student accident insurance.
- Maintain ongoing business relationships with the appropriate officials and employees of federal and state agencies, community organizations, school districts and other educational institutions, bond issuers and bond holders, and other business entities which have financial or legal relationships with CSCU.
- Remains competent and current by reading professional journals and literature, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as appropriate.
- All other duties as may be assigned.

Requirements:

MBA or other advanced degree from an accredited institution required. CPA or comparable work experience required. A minimum of ten years of relevant executive-level work experience required.

Qualifications, Skills and Personal Attributes:

The successful candidate must possess abilities, skills and attributes appropriate to the position, including:

Demonstrated leadership and strategic planning skills essential to manage the financial and facility programs of a major, complex organization with sound financial and fiscal controls; direct the work of professional financial staff; develop and manage long-range budgets for complex organizations; provide effective guidance to policy-making boards of directors or regents; work within a team-based and cooperative structure; and work in a complex union environment.

Strong interpersonal skills and communication skills, (both, in oral and written form) to manage well at all levels of the organization and with staff at remote locations are essential. Strong problem solving and creative skills and the ability to exercise sound judgment and make accurate and timely decisions. High level of integrity and dependability with a strong sense of urgency and results-orientation. PC proficiency is essential (Windows environment) and strong working knowledge of Banner.

Application Instructions:

Please submit the following via email to jobs@ct.edu: (1) CSCU Employment Application (available at <http://www.ct.edu/files/pdfs/Employment-Application.pdf> **AND** (2) in a single Word or PDF file provide a cover letter, resume, and contact information for three professional references. Please reference “**Search #18-07**” on the subject line of the email.

Refer to www.ct.edu for more information about the CSCU and our 17 institutions.

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Notice of Nondiscrimination

The CSCU System does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Leah Glende, Manager of Diversity and Inclusion, 61 Woodland Street, Hartford, CT 06105, 860-723-0727, or by email at glendel@ct.edu.

The CSCU System is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.