

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Vice President, Financial and Institutional Services/Chief Financial Officer

POSITION OVERVIEW

MMA is a co-educational career oriented College of engineering, management, science and transportation. Located on the picturesque Downeast Coast of Maine, and founded in 1941 as an exclusively regimental program, the college has diversified significantly over the years, offering both a regimented and non-regimented lifestyle, with approximately 950 undergraduate and graduates students from across the United States and globally and a faculty and staff of approximately 160.

The VP/CFO provides leadership, management and oversight of all activities within the division of financial and institutional services. The VP/CFO reports to the president, serves as a key member of his leadership team and provides advice and counsel on all administrative, financial, business, HR, information technology and facilities matters affecting the Academy. The VP/CFO is a principled leader who can add insight and identify opportunities in the conversation about education in today's competitive landscape and MMA's unique setting. The VP/CFO partners with faculty, staff, students, and leadership to ensure the Academy's continued strength and wise stewardship of resources. S/he serves as the liaison to the State of Maine budget and financial affairs offices.

DUTIES

The position oversees five major units (each unit is led by a director):

Financial Operations

- Enhance the Academy's financial strength through comprehensive budgeting, fiscal analysis, reporting and transparent communication with the entire campus community.
- Provide forecasting tools and methods.
- Lead the annual external audit and communicate effectively with the Academy's audit committee.
- Serve as liaison to state and federal offices.

Human Resources

- Lead organizational effectiveness by partnering with academic and administrative units to recruit and retain a talented, diverse workforce.
- Manage union contracts and lead contract negotiations.
- Foster professional development plans and employee training.

Information Technology

- Protect the integrity and operation of campus networks, including phone/voicemail systems.
- Support and identify emerging technologies and evaluate campus impact.
- Proactive approach to cybersecurity issues and data security.

Plant Operations and Maintenance

- Exercise appropriate stewardship of physical resources and actively manage deferred maintenance programs.

- Oversee all matters related to construction and maintenance operations, including bidding and construction contracts.

Campus Safety

- Maintain a safe environment for students, faculty, staff and visitors and directs emergency response and management.

Auxiliary Services

- Provide oversight for conference services, food services, bookstore and copy/print services.

The statements above reflect the general details considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

QUALIFICATIONS/SKILLS SUMMARY STATEMENT

The preferred candidate will possess the education, training, experience and skills necessary to perform tasks related to the following responsibilities: audit; risk assessment and management; conflict of interest; sustainability; contract administration; competitive procurement; internal controls; personnel management; strategic planning; cash management; internal controls; capital construction; deferred maintenance of the physical plant; financial implications of auxiliary enterprises; and all other tasks common to the position of a college VP/ CFO.

SKILLS

- Excellent financial analysis and modeling portfolio skills, an ability to think creatively and carefully about fiscal policies and procedures across a variety of systems and organizational situations.
- Ability to assess both individual and organizational performance against both the annual budget and Academy's strategic plan.
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- High level of integrity and dependability with a strong sense of urgency and results-orientation.
- Ability to maintain good working relationships with other employees and the public and to manage well at all levels of the organization and with staff essential.
- The ability to assure the board of trustees, president, auditors and regulators that the work of the business office is reliably performed according to GAAP, and that decisions are based upon information which accurately states the institution's financial condition
- Excellent organizational ability, ability to establish priorities and to manage many complex tasks simultaneously and effectively required.

QUALIFICATIONS

- Master's degree in Finance/Accounting/Business Administration or closely related field with minimum 10 years professional experience.
- A minimum of seven (7) years of higher educational experience that demonstrates success in leadership, management, and fiscal acuity.
- Demonstrated knowledge of complex systems, auditing processes, investment management and procurement processes.
- Knowledge of not-for-profit accounting principles in accordance with U.S. Generally Accepted Accounting Principles, OMB Circulars A-133, A-110 and A-122, regulations and compliance requirements, and appropriate Code of Federal Regulations and state.

- Familiarity with Maine State budget process desirable.
- Established track record as collaborator in the workplace, within the immediate department and within the larger institution, as well as a record demonstrating effective leadership as a strong and motivational manager.
- Experience managing teams and coordinating large projects while successfully championing an integrated approach.
- Labor/Union management experience.
- Facilities management and deferred maintenance knowledge.
- Broad understanding of information technology and cyber security matters.
- Investment management experience a plus.

SPECIAL CONDITIONS

- Background check is required.

WORKING CONDITIONS

- Sitting/computer keyboard manipulation/computer screen
- MMA is a tobacco-free campus
- Close office setting
- Occasional travel