

SAINT MARY'S COLLEGE OF CALIFORNIA

VICE PRESIDENT OF FINANCE AND ADMINISTRATION/CHIEF FINANCIAL OFFICER

INSPIRE. ENGAGE. TRANSFORM

At Saint Mary's of California:

We Inspire Minds

With small class sizes and professors who know you by name, Saint Mary's creates opportunities for students to thrive—whether you're an undergraduate or a professional looking for the next step in your career.

We Engage The World.

Our reach is global. We need to document the connections around the world.

Find Your Life Transformed

With knowledge, skills, confidence, and support from the Gael community, you'll imagine and become more than you ever thought possible.

The mission of Saint Mary's College

Grounded in its Lasallian, Catholic, and Liberal Arts heritage, Saint Mary's College is a student-centered learning community committed to transformative, equitable, and inclusive teaching, the passionate pursuit of knowledge, and expansive access to a practical education that empowers students to make lasting change in the world. Dive deeper into the mission on which the College was founded, and you'll see how these principles guide the educational work of Saint Mary's:

- To probe deeply into the mystery of existence by cultivating ways of knowing and the arts of thinking.
- To affirm and foster the Christian understanding of the human person, which animates the educational mission of the Catholic Church.
- To create a student-centered educational community whose members support one another with mutual understanding and respect.

Explore these ideas in depth by reading the full mission statement. And experience that mission in action for yourself on campus—in the classroom, in conversations, and through coming to know the Saint Mary's community.

REPORTING RELATIONSHIPS

ROGER J THOMPSON, EdD, PRESIDENT

Dr. Thompson brings to Saint Mary's deep leadership experience and long history of success and achievement in higher education. He possesses a unique blend of knowledge, service, and accomplishment in areas that enhance the college experience for all students, including recruitment, enrollment management, and retention.

For 14 years, Dr. Thompson served at the University of Oregon, most recently as its Vice President for Student Services and Enrollment Management. There, he led an organization of nearly 2,000 team members while overseeing an operating and scholarship budget of more than \$250 million.

Before he arrived at the University of Oregon, he was Vice Provost for enrollment management and special advisor to the president at Indiana University in Bloomington. Under his four-year watch, the university's enrollment grew from 38,000 students to more than 42,000.

Before his time at Indiana University, Dr. Thompson served for more than eight years at the University of Alabama in various roles, eventually becoming chief enrollment management officer as associate vice president for enrollment management. Dr. Thompson also served in a number of capacities at the University of Southern California for nearly eight years, and prior to his tenure at USC, worked in student affairs at several other institutions.

POSITION DESCRIPTION

The Vice President of Finance and Administration/Chief Financial Officer is a key executive position within Saint Mary's College. The position will report directly to the President of the College and is a member of the President's cabinet. The position will also participate with the Board of Regents in presenting and representing the financial status of the college. The VP of Finance and Administration will play a pivotal role in transforming current trends in education using technology, experience and strong communication skills necessary in making changes to the college.

The Vice President of Finance and Administration will be a proven financial leader who presents accurate and timely financial reports. The position will require earnest and meaningful conversations with the President, Board of Regents, Provost and the Deans of the college in discussing the financial well-being of the institution. The candidate will possess leadership skills including cooperation, collaboration and communication in order to reach rational decision-making judgments for the better of the college.

The Vice President of Finance and Administration will manage the accounting and finance team including the Controller, Financial Analyst, Bookstore Operations, Central Services, Human Resources, and Facilities.

Responsibilities include, but are not limited to:

- Act as the primary financial advisor to the President and his Cabinet within the campus community and to the Board of Trustees.
- Reengineer budget and spending processes to ensure efficient spending, proper allocation, and efficient monitoring of funds.
- Ensure all funds are properly invested and managed; evaluate investment alternatives.
- Chair the College Budget Committee, Chair of the Campus Facilities Planning Committee, co-chair of the Institutional Effectiveness Committee, and member of the President's Advisory Counsel on Christian Brothers Engagement.
- Strategically manage debt and debt capacity consistent with changes and trends in market conditions.
- Evaluate the current organizational structure of reporting departments and personnel and recommend and facilitate change where appropriate.
- Recommend appropriate business structure of entrepreneurial opportunities and evaluate financial implications and work closely with other members of the President's Cabinet, specifically the Vice President for Development, on donor gift structuring and reporting.
- Maintain a high level of visibility and approachability among constituencies across campus.
- Manage and oversee the activities of the Accounting and Financial Reporting Department.
- Oversee and manage the activities of the physical plant of the College including campus planning, architecture, construction, maintenance, and environmental health and safety.
- Manage and oversee the activities of the Human Resources Department.
- Work with the Office of the General Counsel on contracts and legal matters.
- Coordinate and support the work of the Board of Trustees Audit, Finance, and Investment Committees.
- Oversee the College's Risk Management and Insurance activities in consultation with appropriate College constituencies.
- The President may assign other CFO-related duties.

POSITION REQUIREMENTS

- BA/BS, Business, Finance, Accounting, or similar educational degree
- An MBA or MA in accounting, finance, or another related field is required.
- CPA, Big 4 or 6, is desired.

- 20+ years of experience in the field, including ten (10) years of progressive management experience.
- Depth of knowledge of accounting (US GAAP), financial practices, operations, and compliance regulations primarily related to higher education.
- Experience with review of and implementation of Enterprise information systems, including accounting, budgeting, customer relationship management, and donor management software.

PERSONAL REQUIREMENTS

- Possess a clear understanding and personal embracement of Saint Mary's College of California Lasallian Heritage.
- Unquestioned reputation for honesty and integrity.
- High energy, clear goal orientation, and exceptional work ethic.
- Strong, clear communication skills—written and verbal, including the ability to articulate recommendations in a concise and timely manner.
- Ability to inspire confidence and to work collaboratively with the executive team, external service providers, and peers.
- Ability to represent the company in internal and external environments.
- Able to demonstrate a quickness of mind.
- Curiosity in providing leadership towards growth.

SOFTWARE

- Proficiency with Google Suite and Microsoft Suite

COMPENSATION

\$290k – \$375K

Application materials, nominations, and inquiries can be directed to: Leesa Meintzer and Jodi Avina

stmarys-ca-vpfacfo@cfos2go.com

In compliance with applicable law and its own policy, Saint Mary's College of California is committed to recruiting and retaining a diverse student and employee population and does not discriminate in its admission of students, hiring of employees, or in the provision of its employment benefits to its employees and its educational programs, activities, benefits and services to its students, including but not limited to scholarship and loan programs, on the basis of race, color, national origin, ancestry, age, gender, sexual orientation, gender identity, marital status, medical condition, physical or mental disability.