



TUSKEGEE
UNIVERSITY

**Executive Search for the
Chief Financial Officer**



Chief Financial Officer at Tuskegee University

Tuskegee University, a national, independent, and state-related institution of higher learning in Alabama, invites applications and nominations for its national search for an experienced, detailed administrative leader to serve as the **Chief Financial Officer**. This senior officer of the University reports to the President.

The Opportunity

As one of the nation's leading historically black institutions of higher learning, Tuskegee University has been providing educational excellence for its students since 1881. The University has distinctive strengths in the sciences, architecture, business, engineering, health, and other professions, all structured on solid foundations in the liberal arts.

President Brian Johnson is committed to Tuskegee University becoming an "Outcomes-Oriented University." The Chief Financial Officer (CFO) will have a key role in achieving this goal. The CFO will use his or her expertise to assist in the University's efforts to be a sustainable academic organization committed to excellence.

The CFO promotes the financial well-being of the University by providing

budget management, monitoring appropriate investments of temporary cash balances, exercising executive control over University budgets, and safeguarding all financial assets of the University.

The CFO advises the President, senior University administration officers, and members of the Board of Trustees on issues relating to the financial status of the University. This senior officer is a member of the President's Administrative Council.

Essential Job Duties and Responsibilities

- Reports financial information at Board of Trustee meetings and prepares reports, recommendations, findings, and other correspondence as required.
- Helps to ensure achievement of the goals and objectives of the University by overseeing the preparation of



- an annual appropriations request to the State or Federal agencies and overseeing the preparation of an internal budget using budget models to project future revenue and following established policies for expenditures.
- Facilitates an effective working relationship with state officials by ensuring University compliance with state fiscal policies and accounting

TUSKEGEE UNIVERSITY

GOALS OF THE FIVE-YEAR (2015-2020) STRATEGIC PLAN

GOAL 1: Creating a student-centered culture: student success, student engagement, and parent-student satisfaction

GOAL 2: Fully Inaugurating 21st century higher education at Tuskegee University: (through) innovative online and expanded academic programming and instruction, infrastructure, and technology

GOAL 3: Administering efficient resource management: data-informed decision making and effective human resource management

GOAL 4: Obtaining a marked and increased (bftc) enrollment: recruitment, retention, and persistence

GOAL 5: Fostering a culture of advancement and development: diverse portfolio of fundraising

For additional information on the Five-Year (2015-2020) Strategic Plan, visit <http://www.tuskegee.edu/strategicplan>

Chief Financial Officer at Tuskegee University

procedures, maintaining open channels of communication with appropriate state officials, facilitating an exchange of information on these subjects, and implementing all relevant state policies regarding fiscal operations.

- Ensures compliance with professional accounting standards, rules, regulations, and laws by directing, supervising, and facilitating the preparation and maintenance of required and appropriate financial records, monthly and annual financial reports, and all other financial reporting as may be required by federal, state, local agencies, or established accounting standards.
- Facilitates the governance of the University by providing financial information to the Board of Trustees

and by implementing the Board's decisions through the establishment of policies, procedures, and guidelines.

- Independently manages highly-complex financial projects and initiatives.

In the U.S. News & World Report's 2017 edition of Best Colleges, Tuskegee University' is ranked 24th among Regional Universities South and 4th among Historically Black Colleges and Universities.

- Prevents institutional liability in financial operations by facilitating independent auditor access to requested records during the conduct of the University's annual audit.
- Ensures compliance with the institutional mission of the University by working with unit managers to develop and review unit plans, goals, and objectives, assuring development

of effective business processes incorporating automation with appropriate technologies, designing systems of effective controls to guide work toward expected outcomes, and evaluating progress towards their accomplishment.

- Ensures that Financial Services has the resources necessary to provide financial information to support the academic program, such as preparation of financial reports and the development of incentive funding and cost recovery models that support innovation and growth.
- Ensures efficient and effective operation of the procurement function by overseeing procurement services, property and receiving as well as all University real estate transactions and risk management/insurance analysis

President Brian L. Johnson



Dr. Brian L. Johnson is the seventh President of Tuskegee University. He has held administrative and academic posts in the following capacities: Vice President for Strategic Planning & Institutional Effectiveness, Assistant Provost for Academic Affairs, Associate Vice President for Academic Affairs, Chief of Staff, Director, Coordinator and Associate and Assistant Professor of English. He received a Ph.D. in 17th-19th Century American literature at The University of South Carolina at Columbia (2003), a M.A. in English from The University of Wisconsin-Madison (1998) and a B.A. in English from Johnson C. Smith University (1995).

Signal accomplishments reflecting Tuskegee University's tradition and trajectory under President Johnson include, but are not limited to, the following: online degree programs, enhanced infrastructure and technology including a new Analytics platform, a new electronic employee evaluation system, new outcomes, accreditation, budget, planning and student co-curricular modules, online transcripts, putting the "A" in STEM with a new Music and Visual Arts Program and Lyceum Speakers Series, new student engagement initiatives including common-reading first-year experience, President's Men and Women Leaders Program, university-wide honors program and President's scholars cohort experience, world-renowned Commencement Speakers, including First Lady of the United States of America Michelle Obama, Phylcia Rashad, and Tyler Perry, and, finally, a re-invigorated and diverse portfolio of fundraising with six-figure gifts from capable alumni, the first-ever online appeals for campus improvements and renewed foundation relations and grants received from organizations such as Thurgood Marshall Foundation, Andrew W. Mellon Foundation, Lilly Endowment, Arthur Vining Davis Foundation, Robert Wood Johnson Foundation, and the Lumina Foundation.

In 2016, Mercy College conferred President Johnson his first honorary degree, and Simmons College awarded President Johnson with the George Washington Carver medal. *Ebony Magazine* (September 2016 Issue) named President Johnson one of five HBCU presidents as part of its "Leaders of the New School," and President Johnson organized a historic convening of foundations and corporations on behalf of Tuskegee University at the Indiana University Lilly Family School of Philanthropy. The President and Mrs. Johnson also created a \$100,000 endowed scholarship for Tuskegee University students in 2014.

Additional information is available at <http://www.tuskegee.edu/bjb.aspx>

Chief Financial Officer at Tuskegee University



and transactions.

- Enables division employees to perform their assigned tasks by overseeing the preparation and implementation of the annual budget for Financial Services.
- Hires, trains, develops, and appraises staff effectively and takes corrective action if necessary on a timely basis and in accordance with University policy, consulting with Human Resources as appropriate.
- Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- 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.
- Ensures that miscellaneous assignments related to Financial Services are completed in the best interests of the University by accepting and accomplishing all other tasks assigned by the President.
- Independently manages highly-

complex financial projects and initiatives

Minimum Qualifications

An earned bachelor's degree and CPA credentials are required. A master's degree or doctorate in Business Administration, Accounting, or Finance is highly preferred. A combination of education and extensive financial and budget management experience in an institution of higher education is highly desired.

To perform the duties of this position successfully, candidates should have 8-10 years of progressive senior/executive-level financial experience. Experience in working with the Ellucian system and Blackboard Analytics is highly preferred.

The CFO helps to promote a customer-oriented service attitude and is directly responsible for providing leadership and general management of the following financial service units with:

- **Controller:** University payroll operations, cash management programs, investments, coordination with independent auditors, and coordination of the collection of student loans and other accounts receivable items
- **Accounting:** Budget control,

accounts receivable and accounts payable processing, supervision of financial transactions that affect the general ledger, and preparation of the financial statement of the University

- **Grants and Foundation Accounting:** Accounting and administrative control to maintain University grants and contracts and accounting operations of foundation funding
- **Bursar:** Central collection for all monies received by the University, check-cashing services for students, faculty, and staff, and custodian for various University funds
- **Budgeting:** Data collection and preparation of both the appropriations request to the Board of Trustees, President and the annual internal operating budget
- **Procurement:** Purchasing, solicitations, departmental procurement cards, property control, central receiving and shipping, real estate acquisitions, risk management, and insurance
- **Financial Information Systems:** In cooperation with the Chief Information Officer, maintains and upgrades computer systems which capture information required for internal and external financial reporting

Tuskegee University

Founded by Booker T. Washington in 1881, Tuskegee University has held a prominent place among educational institutions throughout its history. Today, the University continues on its trajectory of successfully preparing graduates for the work and responsibilities of the 21st century and beyond.

Tuskegee is rooted in a history of successfully educating African Americans to understand themselves and their

Chief Financial Officer at Tuskegee University

society against the background of their total cultural heritage and the promise of their individual and collective future. The University is dedicated to serving its students, purposely nurturing and challenging them to grow to their fullest potential. The entire institution seeks to prepare students whose technical, scientific, and professional prowess is not only rigorously honed, but also sensitively oriented in ways that produce public-spirited graduates who are both competent and morally committed to public service with integrity and excellence.

It is the only historically black college or university to be privately controlled yet to have state land-grant status.

Tuskegee University's student body is coeducational as well as racially, ethnically, and religiously diverse. With a strong orientation toward disciplines that highlight the relationship between education and workforce preparation in the sciences, professions, and technical areas, the University emphasizes the



importance of the liberal arts as a foundation for careers in all areas.

More than 3,000 undergraduate and graduate students are enrolled in academic programs across eight colleges and schools: the College of Agriculture, Environment, and Nutrition Sciences; the College of Arts and Sciences; the Brimmer College of Business and Information Science; the College of Engineering; the College of

Veterinary Medicine; the Taylor School of Architecture and Construction Science; the School of Education; and the School of Nursing and Allied Health.

The University has approximately 900 faculty and support personnel. The student-faculty ratio is 14:1, and 57 percent of classes have fewer than 20 students. The average freshman retention rate is 76 percent.

Known for its groundbreaking research and innovation, the University especially attracts students to its programs in Engineering, Psychology, Biological and Biomedical Sciences, and Health Professions. The University offers 49 degrees, including 35 Bachelor's, 11 Master's, a Doctor of Philosophy in Engineering and Materials Science, a Doctor of Philosophy in Integrative Biosciences, and the Doctor of Veterinary Medicine.

The University is accredited by the Southern Association of Colleges and Schools. Several programs also are accredited by national agencies: Architecture, Business, Education, Engineering, Clinical Laboratory

TUSKEGEE UNIVERSITY

POINTS OF DISTINCTION

- Number one producer of African-American aerospace science engineers in the nation
- A leading producer in the country of African-American engineering graduates in chemical, electrical, and mechanical engineering
- The top producer of African-American Ph.D. holders in Materials Science and Engineering in the U.S.
- A center for Plant Biotechnology Research, which is training U.S. scientists and students, as well as scientists from Ghana, China, Nigeria, South Africa, Uganda, Egypt, and Tanzania, to continue work of Dr. George Washington Carver in today's cutting edge science and technology
- The largest producer of African-Americans with baccalaureate degrees in Math, Science, and Engineering in Alabama
- The only historically black college or university in the nation designated as the location for National Center for Bioethics in Research and Health Care
- Produced more African-American general officers in the military than any other institution, including the service academies
- One of two centers funded by NASA to develop a technology for growing food in space during human space missions
- The only historically black college or university and one of only 11 universities in the world funded and authorized by the W. K. Kellogg Foundation to establish and operate a Kellogg Conference Center, which is the technologically sophisticated hub of Continuing Education and Hospitality/Tourism Management Training

Chief Financial Officer at Tuskegee University

Science, Nursing, Occupational Therapy, Social Work, and Veterinary Medicine.

Tuskegee University is the only private, historically black university with four engineering programs that are nationally accredited by the Accreditation Board of Engineering and Technology (ABET), the major accrediting body for the engineering sciences. Also, the chemistry program is one of only a few among Historically Black Colleges and Universities that is approved by the American Chemical Society.

Physical facilities include more than 5,000 acres of forestry, and the campus has more than 100 major buildings and structures. The campus of Tuskegee is the only historically black college or university campus in the nation to be designated a National Historic Site. Total land, forestry, and facilities are valued in excess of \$500 million.

One of the University's fiscal 2016 goals was to improve its operating performance. Meaningful financial progress was made in some key improvements. These changes included a \$5.1 million increase in net assets from operating activities, higher tuition and fee revenue, reduced institutional scholarship to 31 percent of tuition and fees from 33 percent in 2015, lowered operating expenses \$8.1 million in fiscal 2016 with improvements in supplies, salaries, and benefits, research, and repairs.

The Tuskegee University Golden Tigers compete in the Southern Intercollegiate Athletic Conference in the NCAA Division II. The University fields 10 varsity teams: five men's teams called the "Golden Tigers" and five women's teams called the "Tigerettes."

Tuskegee has many notable alumni, including syndicated radio host Tom

Joyner, author Ralph Ellison, and singer Lionel Richie.

Tuskegee, Alabama

The University is located in Tuskegee, Alabama, which is 35 miles east of Montgomery, the state capital. With a population of approximately 10,000, the city offers history, heritage, and hospitality. The beautiful landscape includes rolling hills, spruce pines, lakes, and meadows. Residents enjoy museums, historical sites, parks, national forest, hiking trails, and festivals. The city is within easy driving distance to Birmingham, Alabama, and Atlanta, Georgia.



Application and Nomination Process

Confidential inquiries are welcomed and nominations are invited.

1. To Apply - Application packets must include:

- A letter of interest
- Current resume
- At least five references with full contact information, including email addresses (References will not be contacted without consent from applicants.)
- Answers to the questions at www.myersmcrac.com/skins/userfiles/file/MMQuestions.pdf

2. Submit applications to Tuskegee-CFO@myersmcrac.com

Review of materials begins immediately. For best consideration, application materials should be received by **April 10, 2017**.

Submit nominations to Tuskegee-CFO-nominate@myersmcrac.com Nominations should provide full contact information, including email addresses, for the individual being nominated.

Alan Medders, President of **Myers McRae Executive Search and Consulting**, is assisting Tuskegee University with this search.



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Equal Employment Opportunity Employer-Male/Female/Veteran/Disabled Federal law requires identity and employment eligibility verifications on Form I-9 within three (3) business days of employment. Must be able to pass a drug screen and background check.