



ALABAMA
A&M
UNIVERSITY®



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Inviting Applications and Nominations for

Assistant Vice President for Finance and Comptroller





Alabama A&M University seeks a dynamic and proven financial leader to serve as the Assistant Vice President for Finance and Comptroller. This executive position will oversee the financial services of the university.



ABOUT THE UNIVERSITY

A historic black college and university (HBCU) and a traditional 1890 land-grant institution, Alabama Agricultural and Mechanical University (AAMU) is a student-friendly and community-focused institution of higher learning. AAMU functions as a teaching, research, and public service institution, including extension. Founded in 1875 by a former slave, Dr. William Hooper Council, AAMU is a dynamic and progressive institution with a strong commitment to academic excellence. The serene, intimate campus is situated on “The Hill,” only a short distance from downtown Huntsville, Alabama.

Alabama A&M University provides more than 60 undergraduate, graduate and certificate programs and concentrations, a diverse international faculty, 50 plus student organizations, and an extensive alumni network comprised of politicians, educators, entrepreneurs, doctors, lawyers, engineers, scientists, authors, artists, and more. The university’s academic curriculum is organized into four colleges: College

of Agricultural, Life and Natural Sciences; College of Engineering, Technology and Physical Sciences; College of Education, Humanities and Behavioral Sciences; and the College of Business and Public Affairs. AAMU has more than 7,000 students and 800 faculty and staff.

Alabama A&M University is nationally recognized and even its most successful graduates cite AAMU as a major factor in preparing them for their achievements in life and in the workplace.

AAMU students and faculty recognize that a rich history, challenging academic programs, exciting student life, and a community where students inspire students make The Hill special. Many students are transformed through AAMU’s welcoming and diverse campus community. Dedicated faculty, a dynamic international student experience, and supportive Honors Program also shape a living/learning environment where students thrive.

AAMU Mission

Alabama Agricultural and Mechanical University is committed to access and opportunity, and dedicated to intellectual inquiry. The application of knowledge and excellence in teaching, research and service is responsive to the needs of a diverse student population and the social and economic needs of the state and region.

As a center of excellence, the University is dedicated to providing a student-centered educational environment for the emergence of scholars, scientists, leaders and critical thinkers, who are equipped to excel through their contributions and leadership in a 21st century national and global society.

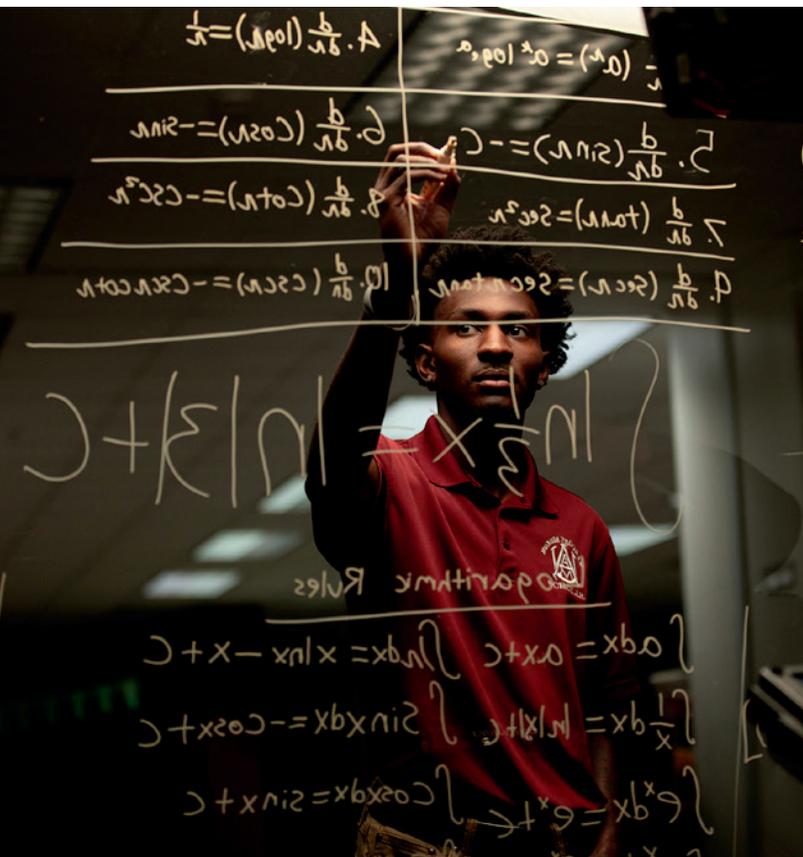
AAMU Vision

The vision of Alabama Agricultural and Mechanical University is to be recognized as the premier land-grant institution of choice for students, faculty, staff, and future employers of its students.

The University will be recognized nationally and internationally for excellence in teaching, research, outreach, exceptional academic programs and globally competitive students.

AAMU Values

- ▶ **Student Centered:** The University strives to promote the intellectual, physical, social, and emotional development of students in all facets of university life.
- ▶ **Excellence:** The University is committed to excellence in all aspects of operations.
- ▶ **Integrity:** The University maintains the highest standards of ethical professional practices in all that we do.
- ▶ **Engagement:** The University extends its reach and impact through partnerships and collaboration with individuals, public and nonprofit agencies, community activist groups, educators, and businesses.
- ▶ **Customer Service:** The University provides respectful, polite, and consistently excellent service to our internal and external constituents.
- ▶ **Global:** The University prepares globally aware and astute students for the 21st century.
- ▶ **Diversity:** The University respects and embraces diversity and actively supports efforts that create an inclusive learning environment.
- ▶ **Accountability:** The University is a responsible steward of the public's resources and public trust.





THE OPPORTUNITY

Alabama A&M University is seeking an experienced self-motivated Assistant Vice President for Finance and Comptroller. Under limited supervision, this individual will plan, develop, and supervise the University's overall financial management operations. This is a wonderful opportunity for a developing leader in finance to demonstrate their knowledge, leadership, coordination, and communication skills.

Responsibilities

- Reports to the Vice President for Business & Finance and supervises the work of General Accounting, Accounts Payable, Payroll, Grants & Contracts Accounting, Office of Student Accounts, and the Cashier's Office.
- Coordinates with the Budget Office regarding the preparation and revision of annual and long-range budgets for presentation to the Vice President for Business & Finance the President, and the Board of Trustees.
- Ensures that approved University expenditures are properly controlled within the limits of approved budgets.
- Supervises the maintenance of all accounting records and bank accounts, and the receipting and disbursing of all University funds.
- Coordinates with all directors of programs supported by restricted funds to ensure the proper management of all such funds.
- Supervises the receipting and accounting of all funds received by the University from students, donors and from the operation of its auxiliary enterprises.
- Coordinates with internal and external auditors, financial planners and consultants regarding

appropriate financial management and budgetary practices and procedures.

- Supervises the University's programs of cash management, investment management and credit risk management.
- Performs any other duties that may be assigned by the Vice President for Business & Finance.

Minimum Position Requirements

(Including Certifications, Licenses, etc.)

- A master's degree in accounting, finance, or business administration, or related area, or certification as a Certified Public Accountant
- Five years of progressive experience in college or university accounting, financial management or business management

Essential Functions

- Extensive knowledge of the principles, theories and practices of accounting, auditing, budgeting and financial management.
- Ability to design, implement and evaluate new accounting and financial management procedures.
- Ability to prepare and analyze budgets and complex financial statements.
- Ability to supervise professional and clerical employees.
- Well-developed skills in written and oral communication.
- Experience in higher education finance area is preferred.



HUNTSVILLE

Located in the Appalachian region of northern Alabama, Huntsville is the most populous city Alabama with more than 240,000 residents. Incorporated in 1811, the city developed across nearby hills north of the Tennessee River, adding textile mills in the late nineteenth century. During World War II, the U.S. Army established Redstone Arsenal in Huntsville. Redstone Arsenal later served as the site for NASA's Marshall Space Flight Center, the United States Army Aviation and Missile Command, FBI's operational support headquarters, and most recently the United States Space Command.

Huntsville was a key location during the civil rights movement. In 1962, students from Alabama A&M University held the city's first lunch counter sit-in. In 1963, the first white person enrolled at Alabama A&M University. Huntsville became the first city in Alabama to desegregate its schools as well.

Although Huntsville's main economic influence is derived from aerospace and military technology, there are commercial technology companies such as the network access company ADTRAN, computer graphics company Intergraph, and designer and manufacturer of IT infrastructure Avocent. A number of Fortune 500 companies have operations in Huntsville. More than 25 biotechnology firms have developed in

Huntsville with for-profit business ventures within the Biotech Campus, focusing on subjects such as diagnosing disease, immune responses to cancer, protein crystallization, lab-on-a-chip technologies, and agricultural technologies.

There are more than 60 parks within the city limits of Huntsville. In 2013, for the fifth time in seven years, Huntsville was named a "Playful City USA" by KaBOOM! for their efforts to provide a variety of play opportunities for children that included after school programs and parks within walking distance of home.

Attractions include the U.S. Veterans Memorial Museum, Monte Sano State Park, Huntsville Botanical Garden, Burritt on the Mountain, Big Spring Park, Bridge Street Town Center, Lowe Mill Arts and Entertainment, Von Braun Center, Madison County Nature Trail: Green Mountain, Twickenham, Railroad Station Antique Mall, and so much more. Malls, shops, and restaurants are abundant throughout Huntsville.

Public schools include 26 pre-schools, 28 elementary schools, 14 middle schools, 6 high schools, and 3 special centers. Huntsville City Schools also offers six magnet programs at existing schools: three programs for grades 9–12, two for 6–8, and one for both. Several private, parochial, and religious schools serve grades pre-K–12.

Application & Nomination Process

Confidential inquiries are welcomed, and nominations are invited.



MYERS MCRAE
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(478) 330-6222 MyersMcRae.com

Applications

- 1) All application packets must include the following:
 - a) A letter of application that addresses the responsibilities and qualifications of the position
 - b) Current C. V.
 - c) At least four references with full contact information including e-mail (*References will not be contacted without consent from applicant.*)

A background and criminal report will be conducted on the finalists selected for campus interviews.

- 2) **Submit application materials online, preferably as PDFs.** Additional information is requested with the submission of materials. **Review of applications begins immediately. Applications will be accepted until the position is filled.**

APPLY HERE

Nominations

Submit nominations with complete contact and e-mail information for the individual being nominated.

NOMINATE HERE

Consultant

Alabama A&M University has retained Myers McRae Executive Search and Consulting to assist the Search Committee for the Assistant Vice President for Finance/Comptroller in its identification and review of candidates. **Jennifer Barfield**, Executive Vice President of Myers McRae Executive Search and Consulting, is conducting this search. **Request a conversation at JenniferBarfield@myersmcr.com.**



AAMU is an equal opportunity employer and does not discriminate in employment, but rather is committed to the full compliance with all applicable federal, state, and local laws. Alabama A&M University does not discriminate on the basis of race, color, religion, age, sex, sexual orientation, gender identity, national or ethnic origin, disability, or veteran status in employment process, admission or financial aid programs, or educational programs or activities. The Human Resources Director is the individual designated by the University to coordinate its efforts to comply with Title IX, Section 504, and other equal opportunity and affirmative action regulations and laws.