

Inviting Applications and Nominations

Vice President of Administrative Services and CFO

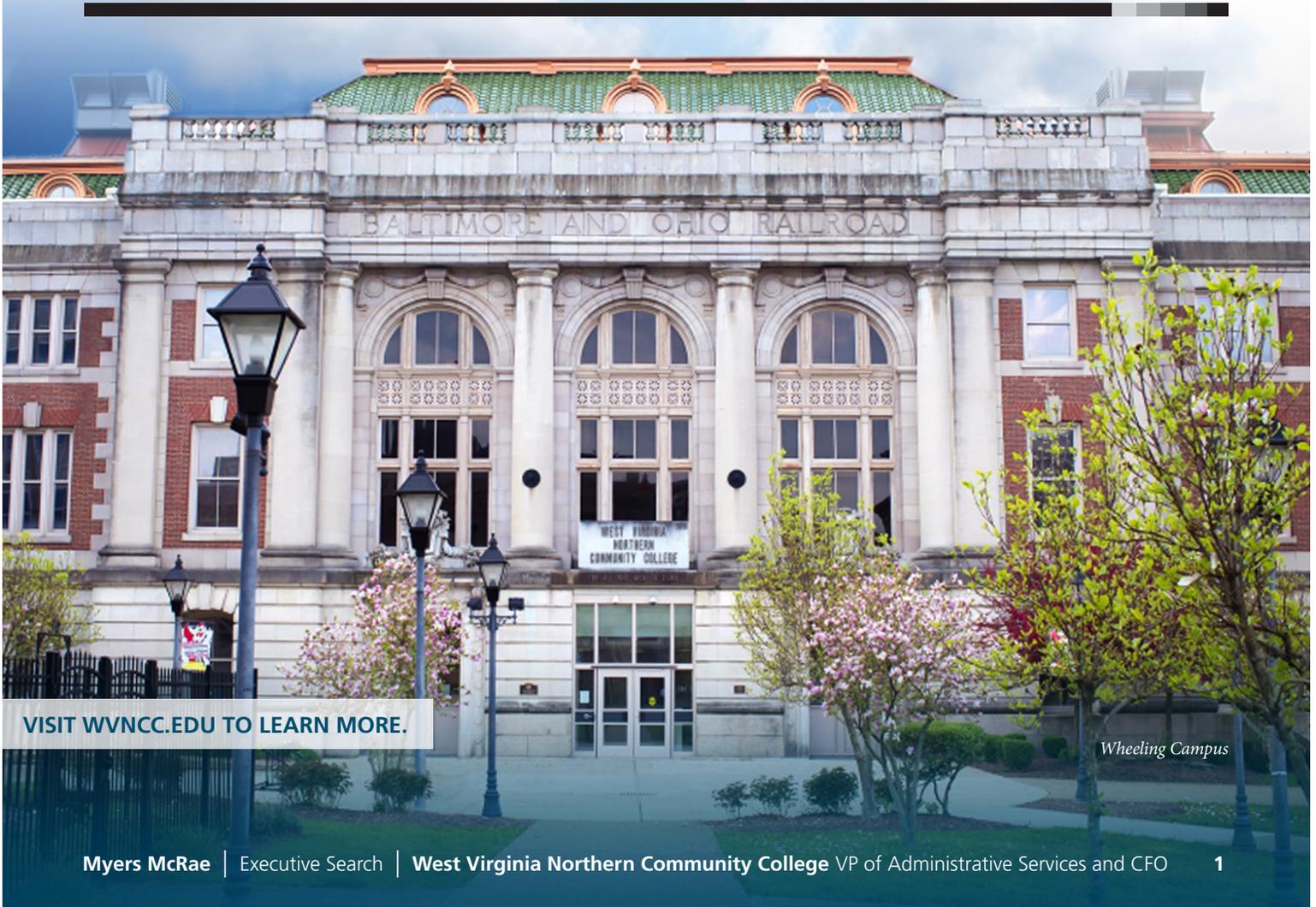
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE



West Virginia Northern Community College seeks an experienced professional to serve as a member of the President's executive staff as **VICE PRESIDENT OF ADMINISTRATIVE SERVICES AND CFO**. The

Vice President/CFO will be responsible for overseeing executive-level

leadership and college-wide vision for planning, analyzing, and evaluating the College's current and future business and financial operations, opportunities, and challenges. The position is based on the Wheeling campus and reports to the President of the College.



VISIT WVNC.CEDU TO LEARN MORE.

Wheeling Campus



OUR MISSION

As a comprehensive community college, West Virginia Northern's mission is to educate and empower our community by providing open access to affordable, high-quality learning opportunities.

OUR STRATEGIC PLAN

https://www.wvnc.edu/docs/u7_BOG_SP-21-25.pdf



Weirton Campus

THE COLLEGE

West Virginia Northern Community College (Northern) enrolls 1,541 students across its three campuses in Wheeling, Weirton, and New Martinsville. Students are primarily from West Virginia, with 12 percent of those attending being from out of state. The College has 87 full- and 17 part-time staff members and 51 full-time faculty and 48 adjuncts. Faculty members bring both knowledge and experience to their classrooms, as well as a strong commitment to student success.

With its open-door enrollment policy, Northern admits all adults desiring postsecondary education. Northern has a robust dual enrollment program with partnerships with all high schools in the Northern Panhandle, including the West Virginia EDGE (Earn a Degree-Graduate Early), where career-technical students in selected programs earn college credit for technical courses. Currently, high school students account for 28 percent of the institution's total enrollment.

As a comprehensive community college, Northern provides 71 programs and courses in applied technologies, business career studies, computer information technology, culinary arts, education, healthcare professions, human services, criminal justice, and liberal arts. Workforce development is a key part of the mission and includes dozens of continuing education offerings. The College awards the Associate in Arts degree, Associate in Science degree, and Associate in Applied Science degree and offers nearly 20 specialized two-plus-two transfer programs with numerous four-year institutions. The College's online education courses continue to expand.

ESSENTIAL FUNCTIONS OF THE VICE PRESIDENT OF ADMINISTRATIVE SERVICES *and* CFO

- Serves as a member of the President's Cabinet and is responsible for overseeing executive level leadership and College-wide vision for planning, analyzing, and evaluating the College's business and financial operations. Assists the College to position itself financially to meet future opportunities and challenges.
- Advises the President in the strategic planning and development of institutional resources to support the College's mission and strategic plan.
- Serves as the College's Chief Financial Officer, Chief Risk Officer which includes advising the President and Cabinet of fiscal implications of pending College actions, and Chief Procurement Officer which

entails coordination of the purchasing activities of the College, including contract management, vendor maintenance, and compliance with state purchasing procedures.

- Provides leadership, supervision, and administrative direction for the Business Office including Accounts Payable, Accounts Receivable, student accounts, collections and purchasing; Information Technology; facilities, facility maintenance, and custodial services.
- Enables department managers and staff to carry out their respective roles in an effective manner; evaluates various programs, services, activities, and staff to ensure that goals and objectives are being met and maintained to the highest level.
- Develops long term cost-effective financing strategies to support College initiatives, analyzes data to make sound business decisions, recommends operational efficiencies, forecasts revenue projections, determines the fiscal impact of the state budget allocations, and oversees the formulation and monitoring of annual and projected budgets each year, consistent with College goals and applicable laws; chairs the Budget Planning Committee.
- Coordinates audits of financial activities by an external audit organization; reports results to the President, Cabinet, and Board of Governors.
- Develops, implements, and administers comprehensive policies, programs, and procedures necessary to monitor and maintain the financial stability of the College in compliance with local, state and federal laws, regulations, and statutes.
- Coordinates all College contracts with vendors, suppliers, and performers, in compliance with state and federal procurement policies and procedures.
- Is responsible for the physical safeguard of all College assets; coordinates annual physical inventory of assets to ensure accuracy and reasonableness of inventory records.
- Reviews and makes recommendations regarding the development and utilization of College's facilities; evaluates feasibility of space utilized for maximum efficiency.
- Serves as an ex-officio member of the WVNCC Foundation Board. Assists the President with funding needs and recommendations for College programs, activities, and projects.



Daniel Mosser, Ph.D.
President

Daniel Mosser, Ph.D., became the College's 8th president in September 2019. A Western Pennsylvania native, Dr. Mosser brought more than three decades of leadership experience in higher education and workforce training to Northern, including over 18 years as a senior executive in community colleges.

Dr. Mosser served in a similar role from 2001-2010 at Prince George's Community College (PGCC). At PGCC, he reconnected the college with the local business community by creating the Workforce Development Institutes (WDI). WDI provides businesses, government agencies, and educational institutions with a collaborative forum for action planning that addresses local economic and workforce development needs. WDI landed several six- and seven-figure government grants and corporate donations including \$1M from Gaylord Hotels to start up the Hospitality and Tourism Institute (HTI), which included new associate degrees in Culinary Arts and Hospitality Management at PGCC.

Dr. Mosser also served previously as the VP for Education and Workforce Development at Associated Builders Contractors where he was responsible for the planning and delivery of all education, training, and safety programs offered nationally by this trade association. This included school-to-career, craft & apprenticeship training, safety & health, management & supervisory training, and executive development programs.

Dr. Mosser earned a B.S. in Technology Education from California University of Pennsylvania. He received his M.Ed. from the University of Maryland in Career and Adult Education and his Ph.D. in Industrial Technology and Occupational Education with a minor in Measurement and Statistics from the University of Maryland.



- Serves as member of the Executive Safety Committee. Works with the Safety Committee and Campus Liaison Officer to implement policy and procedures designed to secure all campuses.
- Provides supervision and oversight of the security personnel including the Campus Liaison Officer.
- Represents the College's interest in various internal and external constituent groups at the request of the President.
- Performs all other duties as assigned.

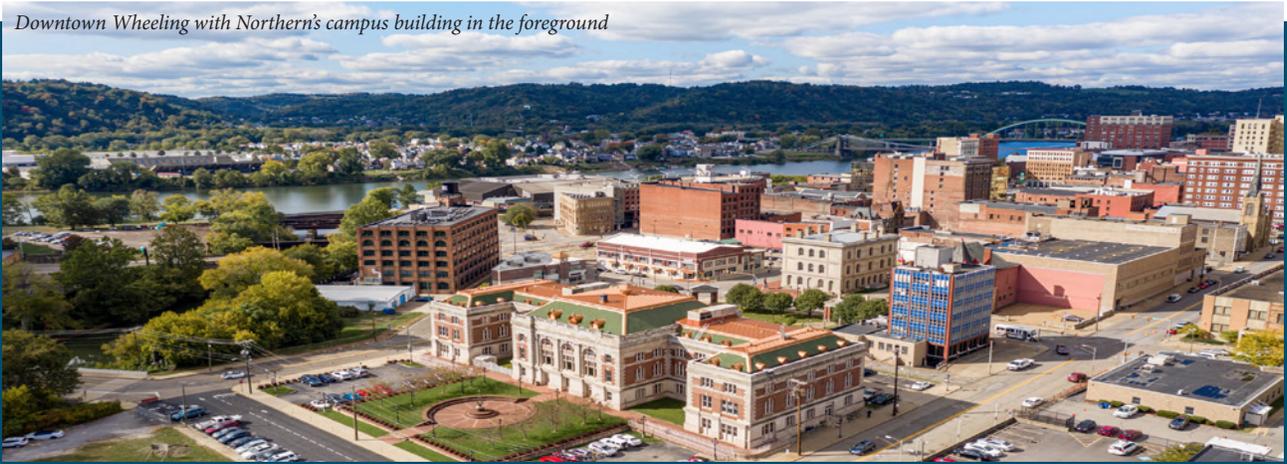
QUALIFICATIONS & REQUIREMENTS

- Earned Master's degree in business administration, accounting, or finance from an accredited institution. *CPA preferred*
- Minimum eight years of progressive full-time executive level administrative experience in business functions
- Minimum five years of supervisory experience, including direct and indirect personnel
- Experience in a community college, higher education system *preferred*
- Experience managing capital projects, facilities, and information technology operations *preferred*
- Knowledge of financial management with expert knowledge of accounting principles and procedures of GAAP, FASB, and GASB. Exhibits business process knowledge, possesses a broad based operational perspective, and provides solutions for non-insurance related business risk issues
- Knowledge of systems used in centralized accounting and financial management and the ability to effectively evaluate system upgrade needs and to implement new systems as needed or as warranted

- General understanding of facility and information technology operations
- Proficiency in computer applications such as Microsoft Office and databases
- Excellent verbal and written communication skills with interpersonal skills that include influence and persuasiveness
- Demonstrated ability to establish and maintain cooperative, positive working relationships among all levels of employees within the College
- Ability to be a hands-on work leader with proven supervisor and leadership skills in a team-based environment
- Ability to plan and organize at an individual and organization level with excellent project management skills
- Ability to analyze and resolve problems and adapt well to and initiates change in the organization
- A dynamic, proactive, and a decisive workstyle with a commitment to details
- Ability to always maintain confidentiality of sensitive information and strong work standards with stress tolerance and self-reliance
- Ability to direct and coordinate the work of all units within the same department



Downtown Wheeling with Northern's campus building in the foreground



Wheeling, West Virginia

Serving all three campuses, Northern's administrative offices are in the B&O Building, originally the passenger terminal of the Baltimore and Ohio Railroad, on the central campus in the City of Wheeling. Known as "the friendly city," Wheeling and the surrounding area have a rich heritage. The city has a population of 26,430, while the metro area has more than 147,950 residents.

Whether it's dining, shopping, or exploring, Wheeling is a treasure of one-of-a-kind experiences. The city combines a wonderful mixture of small-town characteristics and major market quality of life. Along

with a low cost of living, Wheeling boasts outstanding cultural attractions, a variety of entertainment venues, and ever-growing employment opportunities. Private and public schools are available.

The city is located on the Ohio River, between Ohio and Pennsylvania, in West Virginia's Northern Panhandle. The scenic riverfront location, proximity to mountains, festivals, parks and playgrounds, century-spanning historical sites, and award-winning events solidify the city as a great place to work, live, and play.

If seeking a more urban outing, Wheeling is less than an hour from Pittsburgh, PA, and two hours from Columbus, OH.

APPLICATION & NOMINATION PROCESS

Confidential applications/inquiries are welcomed, and nominations are invited.

Applications

- 1) Application packet must include:
 - a) A letter of interest that addresses the responsibilities and qualifications of the position
 - b) Current resume *or* curriculum vitae
 - c) At least five references with full contact information including e-mails (References will not be contacted without consent from applicant.)

- 2) Submit application packet (preferably as PDFs) to:
WVNCC-VPAdmSrv@myersmcræ.com

Additional information will be requested upon receipt of application.

Review of applications begins on June 15, 2021
and applications will be accepted until the position is filled.

Nominations

Submit nominations to:
WVNCC-VPAdmSrv-nominate@myersmcræ.com
with complete contact and e-mail information for the individual being nominated.

Kenny Daugherty, President, and **David Gurchiek**, Consultant, of **Myers McRae Executive Search and Consulting**, are assisting Northern with this search.



West Virginia Northern Community College, pursuant to the requirements of Titles IV, VI, VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, does not discriminate against applicants, employees, or students on the basis of race, color, religion, sex, disability, age, gender, ancestry, marital or parental status, or national origin in its employment policies and/or educational programs or activities, including admissions to such.