

Vice President, Administration and Finance

A Washington D.C. based higher education association is seeking a dynamic and talented Vice President for Administration and Finance to support the work of the President and the association. The Vice President for Administration and Finance reports to, and acts under the general direction of the President, as the chief operations officer, providing strategic and operational leadership for all administrative and business functions of the association. This person provides day-to-day management and coordination of all operations.

The Vice President also provides leadership for various projects and programs with member institutions as assigned by the President. The incumbent also prepares and submits reports to the Board of Directors concerning all budgetary and financial activities of the association. Reporting to this position are an administrative assistant, the director of human resources/facilities manager, the director of information services and the accounting manager.

Responsibilities:

- Ensure the smooth, effective operation of the association with specific responsibility to provide to all organizational budgetary entities general and specific administrative support;
- Ensure the effective use and protection of the resources of the association and the building facilities;
- Establish and supervise the association-wide support services including: budget, investments, purchasing, finance and financial controls, records and associated functions, financial policies, operational audits, personnel policies and procedures, information technology, grants and contract administration, and office and facilities management of all association property;
- Supervise the effective expenditure of budgetary funds in all areas including assisting other vice presidents and division heads in monitoring budgetary expenditures, and reporting any perceived budgetary problems or concerns within or across administrative divisions as warranted;
- Serve as the association's Affirmative Action and grievance officer; and
- Establish and maintain communications with all internally established committees and working groups as appropriate as well as other association administrative officers and staff.

External Representation:

- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations and the preparation of and communication of monthly and annual financial statements;
- Oversee and administer business operations and interaction with external and third parties;
- Maintain contact with administrative officers of other higher education associations and with the institutional business officers when appropriate;
- Execute all contracts and handle all legal matters for the association at the direction of the President and serve as the primary contact with the association's legal counsel and as the association's certification representative for all lobbying and reporting disclosure submissions;
- Provide the leadership for the selection and oversight of the work of various outside consultants; and
- Represent the association and/or its President, as assigned, at external functions and meetings.

Qualifications:

- A proven record of substantive and progressive organizational responsibility primarily in finance/accounting, contract and grant management, business health plans and insurance functions, information technology and human resources managerial activities preferably in association management;
- Bachelor's degree in Accounting, Business Administration or a related field;
- Master's degree in Business Administration or Finance preferred;
- Proven track record of strategic financial management, business strategy, strategic planning, and business process creation and refinement;
- Direct experience in execution of all contracts and all legal matters at the direction of the President. Acts as the association's certification representative for all lobbying and reporting disclosure submissions. Specific understanding and experience with government contract administration;
- Extensive budget development and management experience;
- Proven record of responsible risk management and strategic decision making;
- Ability to manage complex systems, projects and departments;
- Outstanding skills in staff management, coaching and personnel development; and
- Working knowledge of non-profit management, operations, personnel and administrative functions and systems.

Skills, Characteristics, and Values:

- Demonstrated team leadership skills;
- Demonstrated strong analytical skills;
- Excellent written, verbal, and presentation skills;
- Proven interpersonal skills, including ability to generate respect and trust from colleagues, direct reports, and external constituents;
- Ability to tackle emerging crises and complex problems with a collaborative, creative, and strategic approach; and
- Ability to work and multi-task in a fast-paced environment with a high degree of collaboration and flexibility.

Compensation and Benefits:

AASCU offers excellent benefits. Salary is competitive and commensurate with experience.

It is the policy of the association to provide equal employment opportunity without regard to race, color, religion, gender, national origin, age, disability or status as a Vietnam Era, special disabled, or other covered veteran.

To apply: Send cover letter with salary requirement and resume **no later than February 8, 2013** via e-mail to HR@aascu.org or via mail to: Human Resources, AASCU, 1307 New York Avenue, NW, 5th Floor, Washington, DC 20005