



MESALANDS COMMUNITY COLLEGE

Position Announcement

POSITION:	Chief Financial Officer (CFO)
FULL-TIME/ PART-TIME:	Full Time
FLSA EXAMPTION	Yes
POSTED:	09/24/23
START DATE:	Negotiable
LOCATION:	Tucumcari, NM
SUPERVISOR:	President & CEO

Summary:

Mesalands Community College is currently accepting applications for the full-time position of Chief Financial Officer to serve as the College's Chief Financial Officer (CFO) responsible for the college's business services, payroll, and operational budget. This includes administration of College Stores and Business Office. The candidate should be passionate, enthusiastic, and driven to serve students and uphold the College's Mission.

This position provides collaborative financial management leadership for the College; ensures the short and long-term fiscal health of the College; oversees the business practices of the College; and ensures the budget is linked to and supports the College's strategic plans.

Duties:

1. Direct, monitor, and oversee all college financial operations, including their administration, planning, and communications.
2. Maintain sound fiscal policy, effective financial controls, and institutional budgeting.
3. Ascertain compliance with local, state, and federal regulations.
4. Prepares monthly/ annual budget requests for the College and State of New Mexico.
5. Maintain budgetary and financial procedures for the College, including payroll, purchasing, inventory, investments, and insurance. Develop and maintain a comprehensive monthly reporting system resulting in accurate budgetary operations.
6. Maintain strong internal controls in business operations of the College.
7. Perform payroll cost analysis, vendor analysis, and generate financial indicators to increase areas of potential growth.
8. Maintain a sound investment program for college funds.
9. Ensures fixed assets are accounted for, recorded, maintained and disposed of as needed.
10. Prepare revenue projections and analysis.

- **Payroll:**
 - Supervise preparation of all College payrolls.
 - Supervises preparation of all payroll reports in a timely manner
 - Administers all retirement, income tax withholding, and group insurance programs.
- **Budget:**
 - Develops and implements a modified zero-based participatory budget process. Monitors all College budgets.
 - Maintains working relationship with New Mexico Higher Education
- **Accounts Payable:**
 - Maintains an efficient system to process payment of all College purchases.
 - Maintains a system that ensures payments are made to vendors in a timely and accurate fashion.
 - Maintains a system that ensures all College receipts are properly recorded and accounted for.
- **College Stores:**
 - Supervises the operation of the College Bookstore and Museum Shop to include sales, purchases, staff, and inventory control.
- **General Management:**
 - Coordinates with other divisions of the College in the timely delivery of services and reports as needed.
 - Supervises and evaluates staff.
 - Participates in professional activities as appropriate for continuing development.
 - Maintains and participates in the Strategic Enrollment Planning and Management efforts.
 - Supervises the preparation and allocation of the College and divisional budget expenditures by program and line item.
 - Other duties as assigned by the President/ CEO

Qualifications:

Minimum Qualifications: The successful candidate must meet the following criteria:

- A minimum of five years of professional experience in accounting or public finance is required.
- Bachelor's degree in accounting or finance. A CPA/CMA, or a master's degree in a related accounting or finance field from a regionally accredited university is preferred.
- Postsecondary accounting experience is preferred, with experience at a community college or higher education institution.
- Knowledge of the system Jenzabar and ADP is preferred.
- Working knowledge of all applicable Federal and State laws.
- Excellent written and verbal skills
- Ability to prioritize.
- Capable of making decisions under stressful conditions.
- Ability to work well under pressure and meet multiple deadlines.
- The successful candidate must possess professionalism and exemplary communication and presentation skills.
- The successful candidate must, not only understand, but fully embrace the comprehensive community college mission and must have experience with a diverse population of employees including under-represented demographics.
- The successful candidate must contribute to the positive spirit of MCC through an engaging, fun, and welcoming demeanor with students, colleagues, staff, and the community

Preferred Qualifications:

- Ability to maintain confidentiality with sensitive information.
- Integrity, enthusiasm, flexibility, and strong work ethic.
- Strong skills in communication, writing, and organizing.
- Preference to candidates who are fluently bilingual in English and Spanish.
- Reliable, dependable, and ability to work well with a diverse group of individuals.
- Professional and courteous demeanor with all employees, partners, and donors.
- Ability to work well under pressure and meet multiple deadlines.

Language skills:

Strong verbal, written, and interpersonal skills a must. Ability to read and interpret texts related to the discipline; documents such as safety rules, operating and maintenance instructions; and procedure manuals. Ability to write required reports and correspondence, and memos. Ability to effectively present information to individuals and groups of students and others from within Mesalands Community College and out in the community.

Mathematical skills:

Ability to perform basic mathematical functions.

Reasoning ability:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Technology skills: Computer Competency; Capable of applying and maneuvering within various software packages including but not limited to Microsoft Windows, Microsoft Word, Microsoft Outlook, and Internet.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds, depending on the discipline area.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

About Mesalands Community College:

Mesalands Community College is in Tucumcari, New Mexico nestled among the beautiful mesas of eastern New Mexico on Interstate 40 between Albuquerque, NM and Amarillo, TX and along historic Route 66. Outdoor opportunities abound with lakes, hiking, and mountains. MCC is ranked in the top 2.9% of all community colleges in the US, 11th most affordable community college in the US, and 2nd best community college in New Mexico. Historic Tucumcari is a small, affordable town with mid last century accents, wonderful local community and restaurants, a small-town friendly charm.

Mesalands is a small comprehensive community college where everyone works as a team for student success. It's a residential institution attracting students from across the nation and abroad. MCC is home of the North American Wind Training and Research Center, a vibrant paleontology program hosts the Mesalands Dinosaur Museum, exhibiting finds from local digs. The Fine Arts Program boasts the largest teaching foundry in the Southwest where metal casting is taught in Iron and bronze. Digital art and animation are offered in addition to a range of associate of arts degrees. MCC offers numerous occupational/technical associate of applied science degrees in a wide range of areas including cowboy arts, silversmithing, agribusiness, and Farrier Science. MCC is home of nationally ranked athletics in rode. MCC is a proud Hispanic Serving and Rural Serving Institution, and a leader in student success through guided pathways.

Closing Date:

The position is open until filled.

To Apply:

Applicants must submit: 1) a cover letter; 2) a resume; 3) a completed Mesalands Community College Employment Application; 4) unofficial copies of college transcripts. References and former employers will be contacted. Applicants will be notified if selected for an interview. Search may be extended if additional candidates are needed. Use the following link to complete the Mesalands employment application.

Mailed or fax applications **will not be accepted**. Use the following link to complete the Mesalands Community College Employment Application.

<https://www.mesalands.edu/faculty-and-staff/employment/>

Non-Discrimination Statement:

Mesalands Community College (MCC) is committed to creating and sustaining a community that celebrates individual differences and diversity. We are dedicated to improving access to equal opportunities to all persons. MCC is dedicated to eliminating discrimination and prohibits discrimination against any person based upon their race, age, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, pregnancy, childbirth, condition related to pregnancy or childbirth, physical or mental disability, serious medical condition, or veteran status in violation of the law, in its educational programs, activities or employment.