



Vice President of Business Services

Serving in a senior administration capacity, the Vice President provides vision, leadership, and management of Business Services. The VP is the college's Chief Financial Officer, Principal Collective Bargaining Negotiator, and is responsible for maintaining the college's fiscal health and efficient administrative functioning. The salary range for this position is \$100,265-\$125,331. This position reports to the President and serves the Ironwood Campus and the Copper Country Center in Houghton, MI. The successful candidate will be trustworthy, highly collaborative, approachable and demonstrate energy, passion and innovation while overseeing effective operations in the following areas: Accounting, Samsons Canteen, Buildings & Grounds, Fiscal Services, Institutional Computing & Support, Mt. Zion Operations, and Lindquist Student and Conference Center. It is important that there is recognition, acceptance, and adherence to the community college mission and philosophy from our candidate.

Essential Duties and Responsibilities:

Promotes the importance of a diverse and inclusive institutional culture; assumes responsibility for supporting an environment that inspires teamwork, respect, trust and recognizes initiative and excellence. Mentors a highly competent staff, encouraging professional development and evaluating assessments of performance; realigns responsibilities as appropriate.

Develops and oversees systems and procedures for proper expenditures and control of the College budget to ensure fiscal stability; oversees the College budget to support operations and allocations.

Provides direction of college investments; Ensures controls and processes are in place to produce reliable financial information for decision making, including external financial statements and reports; Ensures appropriate business-related policies and procedures to provide institutional effectiveness for accounts receivable, accounts payable, collections, purchasing, and payroll.

Develops and maintains comprehensive financial reporting system as required by State of Michigan; monitors compliance with Federal and State regulations; assists in preparation of grant proposals.

Oversees strategic direction of information technology for the College's networks, software, and general infrastructure, including administrative applications as well as student/faculty tools and support in facilitation of teaching and learning.

Assesses risk management activities; establishes systematic procedures for and supervises the operation, maintenance, insurance, and inventory of college properties; ensures legal compliance with all business-related functions.

Coordinates and provides leadership of internal audit functions; ensures policy, contracts and compliance efforts are developed and maintained to mitigate audit findings; ensures proper internal control system is in place and functional.

Provides leadership in public safety in coordination with local law enforcement to ensure safety of the College community; implements and directs the College Emergency Plan, when necessary, to provide appropriate disaster response.

Works effectively with the College's Accreditation Liaison Officer and the accreditation process to comply with the Higher Learning Commission (HLC) and quality initiatives.

Works with President and Vice Presidents in areas requiring cross operational collaboration including areas such as: technical programming, LSCC, Campus Suites, Financial Aid, Workforce Development, and the Advancement/Foundation Office.

Facilitates college-wide master planning and works with the State of Michigan in the research and development of new/updated facilities projects.

Serves on local civic and/or community organizations as a college representative and serves as a liaison with professional organizations as appropriate; continually seeks opportunities to partner with and build community relationships.

Provides for review and assistance of college revenue generating functions; serves as the Treasurer to the College's Foundation.

Other duties as assigned.

Knowledge of:

- Federal and state regulations related to College Accounting & Finance.
- Accounting, budgeting, and investments.
- Advancing technological capacity within an organizational environment.
- Labor relations.
- Strategic planning with a record of achieving institutional goals.
- Increasing enrollment strategies and student success initiatives.
- The rural community college environment.
- Applicable laws, regulations, policies, and procedures.
- Familiarity with accounting parameters issued by the Government Accounting Standards Board (GASB).

Ability to:

- Be creative and “think outside of the box” while understanding the significance of data-based decision making.
- Be an ethical leader that leads by example and has the capacity to display empathy; be an inter-departmental collaborator.
- Maintain a student-centered and student-supported campus climate with an expectation of quality and excellence.
- Meet schedules/timelines and be highly adaptable and responsive to changing conditions.
- Demonstrate exceptional listening skills and strong verbal and writing skills.

Minimum Qualifications:

Master's degree and five years of experience with increasing responsibilities in an administrative

and financial capacity.

Preferred Qualifications:

Master's in business, finance, or related field of study. Experience working in higher education and administration preferred, but not required.

Physical Demands

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use a computer; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 10 pounds and lift and/or move up to 25 pounds frequently. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The noise level will be louder while in the LSCC. This position will require flexibility in scheduling to attend events, meetings, and other professional responsibilities outside of regular business hours. This position requires day travel and occasional overnight travel, and monthly travel to the Houghton location.

Don't just work here... Live here.

About Our College:

Gogebic Community College is more than a place to work. It's a place to be.

As an Aspen Award finalist and the premier provider of quality two-year education in Michigan's Upper Peninsula, Gogebic employs a community college approach in delivering university-level quality.

Gogebic supports more than 1,000 students with small class sizes and an outcome-focused philosophy.

Gogebic Community College's "Go BOLD" motto prescribes a dynamic environment in which students and employees alike are supported as they do great work, live adventurous lives, and build extraordinary futures.

About Our Region:

A few miles north of ordinary lies the Upper Peninsula's Gogebic region.

Amid nearly a million acres of natural beauty in the Ottawa National Forest, Gogebic is a wonderland for work and a paradise for play. Our dazzling region, known for world-class fishing, hiking, skiing, biking, snowmobiling and outdoor adventuring, represents one of Michigan's last unspoiled gems.

A Bold Place to *Work*...

Gogebic is more than a community college... It's a college community—known for supportive leadership and dynamic, down-to-earth employees.

A community institution at the heart of our region's workforce, the College and its graduates uplift not only local economies, but those throughout Michigan, and beyond.

Combining high standards with a "serving the top 100%" approach, Gogebic Community College is a place to make a stand for your career...and make a difference in the lives of students.

A Bold Place to *Ski*...

Gogebic Community College is the only college in the United States hosting an on-campus ski resort. Home to GCC's nationally renowned Ski Area Management program, the Mt. Zion Recreational Complex is a professionally managed and maintained public ski facility featuring a state-of-the-art lift and 300 feet of vertical.

A Bold Place to *Be*...

The Gogebic region provides a stunning, million-acre backdrop on which to explore adventure, connect with nature, and discover yourself.

Located four hours from the Twin Cities and six hours from Chicago, Gogebic residents get the best of both worlds: small-town connectedness, with access to big-city culture.

Local hiking, biking, skiing, and snowboarding trails include the North Country Trail and the famed 1,200-mile Iron Belle Trail, as well as routes traversing Black River Harbor, the Porcupine Mountains, Sylvania wilderness, and the Ottawa National Forest.

With a persistent economy driven by a mix of construction, manufacturing, tourism, transportation, and retail, the region boasts a stable workforce, with skilled positions paying living wages.

Gogebic's Mission

Gogebic Community College is a learning community that contributes to academic, cultural, economic, and social success for our students and region.

Application Process

Deadline: Applications will be accepted until **9:00 am (Central Time) on Monday, January 3, 2022.**

Interested individuals should submit a PDF or Word documents with all 5 (five) of the following emailed to: Ashley Paquette, Director of Human Resources, Gogebic Community College ashleyp@gogebic.edu

- 1. Letter of interest**
- 2. Detailed resume**
- 3. Three references with current contact information**
- 4. [GCC Application for Employment](#)**
- 5. Unofficial transcripts (official transcripts are required before employment)**

Official transcriptions will be required from all finalists.

Start date: The start date is no later than July 1, 2022. The ideal start date is a mutually agreed upon start date prior to July 1, 2022.

For confidential inquiries or additional information, please contact:

Julie Golder, J.D.

Vice President of Search Services, Association of Community College Trustees

(202) 775-4466 (o); jgolder@acct.org

Gogebic Community College is an equal opportunity educator and employer.