Administrative Staff Vacancy Announcement

Vice Chancellor for Administration & Finance

Department: Administration, Finance and Human Resource Services  
Position: Full-time, 12-month position with complete benefit package  
Wage: $120,000  
Union Affiliation: None  
Posting Date: May 2021

Description
Reporting directly to the Chancellor, and Dean/CEO of Helena College through a shared services MOU, the Vice Chancellor of Administration and Finance serves as a member of both the Chancellor’s and Dean’s Cabinet and the Executive Councils. The Vice Chancellor provides leadership, stewardship, and direction for the financial and administrative functions of the campuses and serves as the strategic advisor regarding the leadership on campus fiscal, operational, and administrative issues. The successful candidate can work in either Dillon or Helena as their primary campus location.

The Vice Chancellor leads and oversees:

- The financial health of the organizations, providing clear communication on the financial position of the organizations to the Executive leadership team and the Office of the Commissioner of Higher Education
- The financial services, audits, business services, contracting and purchasing, budget planning and analysis, and debt management
- The campus and auxiliary services, facilities operations and planning, capital construction, human resources, and payroll and benefits
- The Informational Technology departments
- Leads and supervises the annual campus budgeting processes for campus units in a transparent and inclusive manner.
- Oversees human resources management throughout the institution in concert with current best practices to improve recruitment, retention, employee development, employee engagement and employee recognition.
- Provides financial forecasts, capital budgeting, long-range development and financial planning for major and minor projects.
- Oversees the development and maintenance of internal controls to safeguard the financial integrity of the university and ensure compliance with federal, state and system regulations and policies.
- Supervises and works with the facilities team to obtain information and make recommendations on capital projects.
- Supervises the Information Technology department and ensures the technological infrastructure, systems, and software are dependable, secure, and meeting the needs of the institution.
- Ensures university policies and procedures comply with state statutes and Board of Regent policies. Develops and reviews campus-specific policies through collaboration with the Chancellor, Dean/CEO, and senior leadership.
- Promotes and supports the university’s commitment to equity, diversity and inclusivity among the campus community.
- Performs other related tasks and responsibilities as assigned by the Chancellor and/or Dean/CEO

The Vice Chancellor has direct supervision for the departments of Business and Campus Services, Facilities Services, Information Technology, Financial Aid, Human Resources (including Payroll and Benefits), and serves as the Director of Budget and Planning. For Helena College, the Vice Chancellor serves as Assistant Dean of Administrative Affairs and has direct supervision of the Business Office, Information Technology, and Facilities; and oversees the Budget Management Team.

Required Qualifications
Candidates must have a master’s degree in administration or a business-related field (or combination of degree and experience deemed equivalent) or currently be a CPA. A minimum of six years of progressively responsible senior leadership in a financial or administrative management role with increasing levels of demonstrated responsibility within a higher education setting, or a comparable, large, complex organization, is required.
Additional requirements include:

- Demonstrated leadership in human resources, budgeting, planning & analysis, and capital project planning
- Demonstrated ability in effective planning and policy decision making
- Experience in leading and supervising senior-level directors accountable for key operational functions serving the university
- Excellent interpersonal communication skills with evidence of collaborative, ethical, team-oriented management and leadership style
- Skill in working collaboratively with community
- Demonstrated technical knowledge, skill, and expertise in fund accounting, financial management, and administrative operations

**Preferred Qualifications**

- Thorough knowledge or extensive experience in public sector budget development and management, government accounting, and human resources
- Seven to ten years of progressively complex and relevant leadership
- Previous experience in a similar capacity with a Montana state agency or university
- Familiarity with the Montana Operations Manual (including policies, procedures, and standards applicable to Montana state government)

**Application**

To apply, please submit a cover letter specifically addressing the qualifications and duties described above; a resume; and the names and contact information of three (3) professional references. Submit application materials to:

Patti Lake  
Personnel Officer  
Administration and Finance  
The University of Montana Western  
710 South Atlantic Street  
Dillon, MT 59725  
patricia.lake@umwestern.edu

Questions regarding this position should be directed to Michael Reid via email @ michael.reid@umwestern.edu or by calling 406-683-7151. Review of applications will begin immediately, however the position will remain open until filled.

**The University & Dillon Area**

The University of Montana Western is a dynamic, innovative, undergraduate university with over 65 full-time faculty and 1,300 students. It is located in Dillon, Montana in the scenic Rocky Mountains and has been awarded numerous top national rankings for delivering high quality, affordable education.

Montana Western is the only public four-year college in the nation offering *Experience One (X1)*, experiential learning delivered on the block schedule. Class sizes are small and students take a single course at a time, three hours each day for 18 days, before moving on to the next course. Each course is four credits and four blocks are offered each semester. The block schedule facilitates field and lab work, undergraduate research, study travel, and interdisciplinary teaching. Montana Western’s faculty strongly believe in mentoring and inspiring students, and assisting them in the transition from university life to professional careers.

The University of Montana Western is an integral part of the Dillon Community. With a population of 5,000 people, Dillon is known for outstanding public schools, safe environments, recreational opportunities, and an excellent quality of life.

*The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for any position will be subject to a criminal background investigation.*