South Carolina Commission on Higher Education

POSITION VACANCY ANNOUNCEMENT
SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
CHIEF FINANCIAL OFFICER/DIRECTOR OF FISCAL AFFAIRS

The South Carolina Commission on Higher Education (CHE) seeks a strong administrator to lead the agency’s Division of Fiscal Affairs and serve as the Commission’s Chief Financial Officer. The position is available immediately, and the search committee hopes to identify finalists this fall.

JOB RESPONSIBILITIES: The Director of Fiscal Affairs is responsible for management of the Commission’s financial and operational resources, which currently approach $400 million from all sources (including pass-through funds). Working directly with the state’s 33 public colleges and universities and collaboratively with the state’s independent institutions, the Director seeks to advance the goals and policies of the Commission through efficient and effective use of the state’s investments in its higher education enterprise.

The Director of Fiscal Affairs reports directly to the CHE Executive Director and works in consultation and collaboration with other division directors, institutional representatives, partner state agencies, and other stakeholders to design and implement agency and division work plans in achieving agency goals and objectives and to develop or interpret policies, processes, and procedures.

The Director of Fiscal Affairs supervises a staff of approximately twelve and provides leadership, guidance, and supervision of the division’s activities. Units that report to the Director include the departments of finance and facilities, information systems, and CHE operations (including human resources). Key responsibilities of the position currently include:

- Manage the review and analysis process for approval of new higher education capital projects, renovations, and facilities maintenance.
- Supervise and coordinate the financial management of programs for which CHE serves as the fiscal agent or other fiduciary authority, including PASCAL, SmartState® (SC Centers of Economic Excellence).
- Manage disbursements to institutions of the state’s need-based grants, merit scholarship programs, and other types of student financial assistance.
- Prepare the Commission’s annual budget request to the Governor and General Assembly.
- Assist division directors in fiscal matters related to federal grants and contracts, prepare annual financial reports, manage federal cash flow, indirect cost recovery, and other grant management activities.
• Prepare complex formulas and analysis relating to higher education funding as prescribed by state or federal law, contracts, and other related guidance and monitors revenue and expense data to ensure compliance.

• Manage agency operations related to accounts receivable and accounts payable. Ensure compliance with all state laws relating to procurement of goods and services.

• Oversee agency operations related to human resources to include payroll, classification, evaluation, benefits, and other staff related activities.

• Oversee the Commission’s management information systems, information technology infrastructure, and communications systems.

• Assist in responding to inquiries from the executive and legislative branches, conduct surveys, audits, and investigations as needed.

• Perform other duties as assigned by the Executive Director including chairing of special task forces; serving on external boards, panels, organizations, and advisory committees; and representing the Agency at meetings and functions as necessary.

MINIMUM REQUIREMENTS: A bachelor’s degree in a relevant discipline from an accredited U.S. institution (or foreign equivalent) plus five years of administrative experience, or the equivalent combination of education, training, and experience. Impeccable honesty, integrity, and competence are required.

PREFERRED QUALIFICATIONS: CHE especially seeks candidates who can demonstrate one or more of the following:
• professional experience with a state system or coordinating council for higher education;
• administrative experience at a college or university;
• budget management experience at a state agency or other public authority;
• knowledge of and experience with postsecondary and related State and Federal education acts, regulations, programs, and issues;
• ability to conduct complex analyses, draw appropriate conclusions, and develop suitable action plans;
• ability to develop effective written communications and make oral presentations;
• ability to establish and meet deadlines;
• ability to establish and maintain effective working relationships with higher education representatives and others.
• professional certification to include CPA, CIA, CGFO or equivalents.

APPLICATION PROCEDURE: Qualified applicants may apply online by attaching a cover letter and resume to the State of SC Employment Application (www.jobs.sc.gov). Applications along with a cover letter and resume may also be mailed to: Mr. Steven Osborne, Search Committee Chair, c/o SC Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201, or emailed to: CFOSearch@che.sc.gov. The position will remain open until filled. Applications received by September 30, 2014, will receive priority consideration.
ABOUT CHE: The Commission on Higher Education serves as the state’s coordinating board for South Carolina’s thirty-three public institutions of higher learning. Its mission is to promote quality and efficiency in the state system of higher education with the goal of fostering economic growth and human development in South Carolina. Each year, nearly 250,000 students are served by the state’s higher education enterprise. For additional information, please visit the agency’s web site, [www.che.sc.gov](http://www.che.sc.gov) or [www.jobs.sc.gov](http://www.jobs.sc.gov).