



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Chief Financial Officer
<b>POSITION NO.</b>	504028
<b>LOCATION</b>	Warwick – Knight Campus
<b>REPORTS TO</b>	Vice President for Administration and Finance
<b>GRADE</b>	CPE 16
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISION</b>	Professional and clerical staff
<b>LIMITATION (if applicable)</b>	N/A
<b>REVISION DATE</b>	January 2025

**JOB SUMMARY:**

The Chief Financial Officer (CFO) serves as a key partner in financial decision making at the Community College of Rhode Island by providing budget, financial analysis, projections, modeling, and data analytics services. The CFO is responsible for the college’s budget for presentation to college leadership and the Council on Postsecondary Education, the State Budget Office, representatives of the Governor’s Office, and others. The CFO’s additional responsibilities include enhancing and coordinating the in-house annual budget process with each division and department; monitoring revenues and expenditures; providing periodic projections of year-end financial status to leadership; and, providing analytic support to leadership in optimizing revenue, managing costs, evaluating new programs, and maximizing efficiencies. The CFO oversees the functions of the Finance Department including financial planning and analysis, accounting, financial reporting, payroll, travel, purchasing, accounts payable, bursar, financial systems, sponsored programs, and bond compliance. The CFO serves as a member of the President’s Council.

**DUTIES AND RESPONSIBILITIES:**

- At the direction of the Vice President for Administration and Finance, plan, organize, and execute of the college’s annual budgeting cycle in accordance with leadership directives and priorities
- Provide leadership in the development of highly complex annual budget(s), including specialized financial analysis and modeling and present to leadership for review and approval
- Develop and maintain the college’s analytic budgeting system and dynamic financial tools for use in strategic planning and in identifying operational adjustments
- Analyze college and departmental expenditures and revenues for cost-effectiveness and present findings to leadership and to the respective college and department heads with accompanying recommendations
- Provide studies, financial analysis and data for engagement with leadership, the Council on Postsecondary Education, the executive and legislative branches of state government, and others
- Provide financial analysis support for critical decision-making tools such as long-range operating projections and capital plans, and benchmarking studies
- Oversee the professional staff in the Finance Department who serve as key resources in strategic financial operations at the department and division level
- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Ensure financial compliance with college policies and procedures and applicable legal rules and regulations and reporting requirements
- Performs other duties and responsibilities as assigned by the Vice President Administration and Finance

**LICENSES, TOOLS, AND EQUIPMENT:**

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Bachelor’s degree in finance, accounting, or related field

- At least 5-10 years of substantial professional engagement in finance at the college, university, or system level, business, or government
- Progressive experience in directing complex financial and/or administrative activity as a demonstrated expertise in effective integration of financial and administrative management components
- Familiarity with capital development and revenue bonding requirements, planning, programming, and budgeting systems, evaluation systems, management information systems, and computer technology
- Experience in administering large, complex governmental accounting systems
- Excellent verbal, written, and quantitative communications skills
- Effective people management abilities
- Demonstrated strong organizational skills
- The ability to provide exemplary customer service, maintaining an office environment conducive to the varying needs of both internal and external constituents

**PREFERRED QUALIFICATIONS:**

- Master's degree
- C.P.A.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.