

Chief Business Officer



Date of Notice: January 10, 2013

Position: Full-time

Closing Date:

Location: Greeley Campus (College-wide)

Responsibilities:

1. Provide oversight guidance and counsel to the President's Senior Management team in the examination and definition of objectives for existing and/or proposed information systems and the design of improved systems, as well as for other areas of instructional technology and communication resources.
2. Actively involved in all aspects of financial management, including budgeting, accounting, and reporting.
3. Establish and develop meaningful management reporting of metrics and operational data that reflect the current and future strategic position of the College.
4. Direct systems for tracking and analyzing financial performance.
5. Coordinate and monitor external resource allocation, as well as accounting and reporting requirements for budget and actual financial information.
6. Develop, recommend, and implement financial procedures to support the administration in achieving College goals and to comply with Colorado higher education accounting standards and generally accepted accounting principles.
7. Participate in the development and implementation of financial and operational policies and revenue generating strategies, which will ensure the optimal use of existing resources.
8. Oversee and monitor administration of Greeley Downtown Center, Fort Lupton Campus, Loveland Campus and other sites as directed by the President.
9. Oversee and monitor administration of Information Technology Department
10. Oversee activities of the Purchasing Department to include procurement, receiving, property control, mail and copy machine services.
11. Prepare or cause annual audit to be prepared and recommend audit form for Board approval.
12. Oversee and monitor administration of Information Technology Department
13. Coordinate and monitor external resource allocation, as well as accounting and reporting requirements for budget and actual financial information.
14. Perform committee assignments and other duties as designated by the President.
15. Serve on CCCOES Benefits Advisory Committee or name designee
16. Create a responsible, supportive team within the department of Financial Services and with other departments and employees of the College.

17. Serve on institutional or community committees as assigned or elected.
18. Participate as a member of Senior Management
19. Attend required meetings, training sessions, or other functions and travel in state or out-of-state as required.

Essential Qualifications:

1. Master's degree in business or related discipline from a regionally accredited institution.
2. Minimum of four years of relevant, progressively responsible professional accounting and budgeting experience with budgets greater than \$20 million.
3. Minimum of three years supervisory and management experience.
4. Minimum of four years of financial database systems analysis and application.
5. Be committed to collegial governance, strategic planning, cultural diversity, innovation, and creative leadership.
6. Knowledge and experience with strategic planning and budgeting.
7. Detail oriented and possesses ability to prioritize and change direction quickly.
8. Demonstrated proficiency of Microsoft Access and Excel. Proven written communication skills.

Preferred Qualifications:

1. Earned doctorate degree in related discipline from a regionally accredited institution
2. Licensed as a CPA.
3. Colorado higher education experience.
4. Proven analytical ability.

Salary/Benefits: \$ 90,000

- Benefits currently include extensive employer-paid premium contribution for health, dental, and vision insurance.
- Employer paid long-term disability and life insurance premiums.
- Generous sick, annual, and personal leave time accrual.
- PERA employer (see www.copera.org for comprehensive benefits).
- Voluntary supplemental retirement programs and tuition reimbursement available.

Screening/Selection: Initial screening will be conducted by a committee based on completed application materials. Required application materials include, letter addressing qualifications relative to position requirements, completed Aims Professional Application, resume, and copy of transcripts. Official transcripts will be required if hired. All application materials become the property of Aims Community College. The conduct of pre-employment background checks on employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving

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history as part of Aims Community College hiring practices. Thus, employment offers are contingent upon receiving a satisfactory report. All application materials must be submitted by the closing date posted.

Notice: Aims Community College is an equal opportunity employer. Selection will be based solely on merit and will be without discrimination based on age, sex, sexual orientation, race, religion, national origin, marital status or disability. The goal of Aims is to enhance the diversity present in the district we serve. To comply with Immigration Reform and Control Act of 1986, if hired you will be required to provide documents within 3 days of hire date to show your identity and your authorization to work. This law applies to all persons hired.

Contact:

Aims Community College
Human Resources Department
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