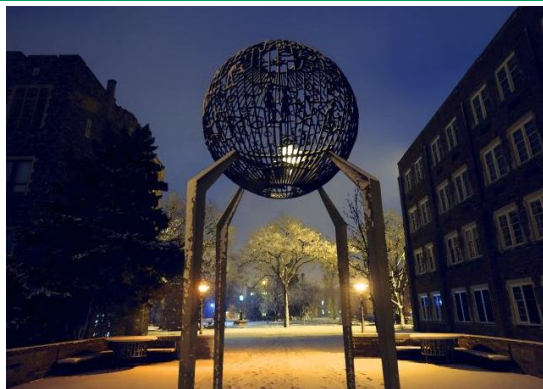


University of North Dakota  
Grand Forks, ND

Position Specifications  
Associate Vice President for Finance  
March 2015

Prepared by:  
Summit Search Solutions, Inc.



**UND** UNIVERSITY OF  
**NORTH DAKOTA**

[www.und.edu](http://www.und.edu)

## THE INSTITUTION

The **University of North Dakota (UND)** is the state's oldest and largest University. Since its founding in 1883, six years before North Dakota statehood, UND has cultivated an exciting history. Unlike most state institutions of higher education west of the Mississippi, UND did not begin as an agricultural school or only as a teachers college. Instead, it was organized initially as a College of Arts & Sciences, with a Normal School for the education of teachers. Now with nearly 15,000 students and 225+ fields of study, 3,000 courses, nearly 40 online degree programs, and 84 graduate education programs; UND has more offerings than any higher education institution in the state.

### State of the University and its future:

- UND has a reputation for research and scholarship in health sciences, energy and the environment, aerospace, and entrepreneurship and is known as a flagship research university.
- UND is one of the top 100 doctoral research universities in the United States.
- UND is one of only 47 public universities in the nation with both accredited graduate schools of law and medicine.
- The \$100M Ralph Engelstad Arena is home to UND's hockey team (currently ranked #1 in the nation).
- UND is in the midst of unprecedented [construction and renovation activity](#): \$122M medical school, \$29M renovation and addition to Wilkerson Hall dining center, \$11.5M renovation and addition to the Law School, \$18M athletics higher performance center.
- UND has an innovative strategic vision, *Exceptional UND*, which is helping to support the distinctive mission and act as a road map for UND's future.



Located in Grand Forks, North Dakota, UND is right at home in this vibrant college town of over 55,000 people located on the border of North Dakota and Minnesota. UND is admired for its spacious, beautiful campus and extensive natural resources. For additional information about the University of North Dakota, please visit the website at: <http://www.und.edu>

## THE OPPORTUNITY

---

The **associate vice president for finance (AVP)** will be a strategic, innovative, analytical, collaborative and experienced finance professional who has the vision to combine the best financial and administrative practices with the highest levels of service across the institution. The AVP will report to the vice president for finance and operations.

The AVP will be responsible for providing excellent budget planning and management as well as high quality financial and business operations for the University. Reporting directly to the AVP for finance are the offices of resource planning, budget, controller (student account services, accounting services, asset management and purchasing report to the controller), rates and costing (includes business service center, duplicating and bookstore liaison), and finance and operations technology.

After some years of review, the President and senior leadership of the University have decided to implement the University's own incentive based resource allocation model, believing that it is the best strategy to promote academic innovation and growth to advance institutional goals and priorities. The AVP will play a key leadership role in the implementation of the incentive based resource allocation model, including working with the academic deans, to ensure the model is implemented with the best possible practices, on a schedule that supports the institution's evolving financial plans.

The individuals in finance and operations constitute a strong and collaborative team with experience in working well together to provide high quality services. With the progress of two major initiatives, budget model redesign and program prioritization, significant opportunity exists to further evolve services provided.

### **The Role of the Associate Vice President for Finance**

The AVP provides an important leadership role in overseeing the financial, budgeting and accounting activities of the University and ensures compliance with generally accepted accounting principles, governmental regulations, University policies and guidelines, and best business practices. He or she advises and supports the vice president for finance and operations and other University leaders regarding the status of the budget and overall financial conditions and provides integrated financial planning. The AVP also coordinates activities with the UND Foundation and Alumni Association, other related entities, and the North Dakota University System Office in order to ensure that the best processes and controls are in place.

## Opportunities and Expectations

The successful AVP for finance will demonstrate leadership in working in a collaborative fashion with leaders and managers across the university as well as supporting the executive team to ensure that the University enjoys the best possible financial and business operations and services. The AVP will be a consummate professional with the highest integrity who embraces a team environment and works with colleagues in a spirit of partnership, transparency, and fiscal responsibility. He or she will be an innovative leader with excellent credentials and significant managerial experience, preferably in higher education.

The following opportunities and expectations have been identified for attention and focus during the early tenure of the new AVP for finance:

- Serve as a resource and strategic partner for the vice president for finance and operations, president, and campus leadership for all areas of responsibility.
- Lead the development and implementation of effective business, budget, resource planning, financial and accounting policies, practices and processes and oversee the design, implementation, maintenance and review of internal controls to safeguard University assets.
- Provide high level, strategic leadership and management to the functions of budget, resource planning, accounts payable, accounting, financial reporting, real estate transactions, purchasing, student account services, asset management, rates and costing, and finance and operations technology.
- Lead the university's team in planning, directing, monitoring, and reporting the University's financial and accounting activities in accordance with best practices, generally accepted accounting principles (including GASB and NACUBO) and other public sector and higher education standards, and federal and state regulations.
- Work collaboratively with the vice president for finance and operations to establish and monitor financial performance indicators key to the University's financial and operational goals.
- Lead and review the preparation and filing of all required governmental tax reports and manage the coordination of financial, performance and compliance audits.
- Provide strategic leadership and continuous evaluation to ensure effective budget and financial operations.
- In coordination with the North Dakota University System and the UND CIO, lead the establishment of budget, finance and administrative technology systems to support operations and strategic financial analysis. Develop University-wide business intelligence platforms.
- Model and promote a dynamic customer service orientation and encourage an openness of communication and transparency in decision-making and information dissemination.
- Participate in special projects and other duties as assigned.
- Seek opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive setting with a willingness to change for continual improvement.
- Represent and act on behalf of the vice president for finance and operations when absent or when requested. Keep University leadership informed of the University's financial status.

## **Qualifications and Personal Qualities**

The ideal candidate will have the following professional qualifications and personal characteristics:

- A Master's degree in business, accounting, finance or a related field; CPA and/or CMA preferred. Professional experience may be considered in lieu of a master's degree.
- At least ten years of relevant experience with demonstrated progression in responsibility, preferably in public higher education.
- Advanced knowledge of financial management in budgeting and accounting.
- Solid working knowledge of audit preparation and coordination, bond credit rating review, external reporting, cash management, and investment accounting. Experience with both internal and external audit processes.
- Demonstrated knowledge of college and university accounting and reporting requirements and knowledge of IRS regulations related to non-profit organizations.
- Significant experience with and understanding of enterprise financial systems and analytical and reporting tools. Proficiency with Excel, Word and PowerPoint and complex databases with related query and reporting tools.
- Experience working effectively with boards, executives, operational personnel, and external auditors.

### **Personal Characteristics:**

- An individual with unquestioned integrity and moral character with strong work ethic who can be trusted without reservation to represent institutional values.
- A decisive, energetic, unbiased individual who possesses a "big picture" perspective. Able to put issues into a larger context and to establish and manage priorities effectively and to function effectively in a shared governance environment.
- Analytical, legal, regulatory, and financial acumen.
- Leadership ability with superior research, communication, presentation, consensus-building, relationship-building, team-building, and negotiating skills.
- Proven creative problem-solving skills with the willingness to take the initiative in leading change, as well as the ability to effectively manage change processes.
- Exceptional communication skills with the ability to build trust and develop strong working relationships across the University in an open, collaborative style.
- Excellent speaking and writing skills with the ability to articulate the issues and recommended solutions effectively to all constituencies.
- Proven ability to work successfully with diverse populations and demonstrated commitment to promote and enhance diversity and inclusion.
- Proven leadership ability, including successful management of large, high performing teams(s) with a focus on quality service.
- Proven ability to develop direct reports for successful succession to greater responsibility.

## PROCEDURE FOR CANDIDACY

---

While applications and nominations will be accepted until a new associate vice president for finance is selected, interested parties are encouraged to submit their materials by April 2, 2015 to receive optimal consideration. Applications should include a curriculum vita and a letter of interest addressing the position qualifications.

Click here to apply: [Apply Now](#) Or you may copy and paste the following link into your browser:  
<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=4970982&portalID=44250>

The names of all candidates and nominees are a matter of public record (upon request); the search process complies with the open meetings-open records statutes and policies of the State of North Dakota.

### For nominations or further information:

#### Margaret Lawrence

Senior Consultant

Summit Search Solutions, Inc.

Direct: 303-862-6575

[mlawrence@summitsearchsolutions.com](mailto:mlawrence@summitsearchsolutions.com)

#### Carrie Coward

President

Summit Search Solutions, Inc.

Direct: 828-669-3850

[ccoward@summitsearchsolutions.com](mailto:ccoward@summitsearchsolutions.com)

*The University of North Dakota is an Affirmative Action/Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin. Women, minorities, veterans and individuals with disabilities are encouraged to apply. Applicants are invited to provide information regarding their gender, race and/or ethnicity, veteran's status and disability status on the form found at <http://und.edu/affirmative-action/apcontrolcard.cfm>. This information will remain confidential and separate from your application. The University of North Dakota determines employment eligibility through the E-Verify System. This position is subject to a criminal history background check. The University of North Dakota complies with the Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act. Information about UND campus security and crime statistics can be found at [http://und.edu/discover/\\_files/docs/annual-security-report.pdf](http://und.edu/discover/_files/docs/annual-security-report.pdf).*

*Any submission regarding this opening is subject to the North Dakota Open Records laws. The names of all candidates and nominees are a matter of public record under the statutes and policies of the State of North Dakota.*



[Summit Search Solutions, Inc.](#) is a boutique executive search firm with a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado and California. Summit brings precision, process, and passion to its work.





## GRAND FORKS, NORTH DAKOTA

The beautiful city of **Grand Forks** is nestled in the Red River Valley and boasts North Dakota's 3rd largest city with a population of over 55,000. Its sister city, East Grand Forks, MN, lies just across the Red River. The Red River and Red Lake River meander through both cities. The rivers are surrounded by a dike system which provides over 2,200 acres of Greenway recreation space with 20 miles of multi-purpose trails. Grand Forks sits five hours from Minneapolis/St. Paul, MN and two hours from Winnipeg, Manitoba. Many cite "the people" as their favorite thing about Greater Grand Forks, but there's plenty to see and do as it is home to a great mix of sports events, a vibrant arts scene, miles of biking, hiking and inline skating trails as well as hunting, fishing, snowmobiling, and skiing, plus a revitalized downtown. Grand Forks offer amenities of a large urban area and the safety, convenience and friendliness of a small community.



- Top 100 of the best communities for young people – [America's Promise](#)
- Top 100 of the "smartest cities" in America – [Lumosity](#)
- [Top 20 college towns](#) under 250,000 residents – [American Institute for Economic Research's College Destinations Index](#)

### *Interesting Facts:*

- North Dakota has the [lowest unemployment rate](#) in the country primarily due to the recent oil boom in the western part of the state.
- North Dakota is the leading producer of honey in the United States and is the largest producer of many cereal grains, such as barley, durum wheat, oats and hard red spring wheat. The state is also the leading producer of many oilseeds such as sunflower, canola, flax, and safflower.
- Maah Daah Hey Trail claims to be the longest continuous single-track mountain biking trail in America with 96-miles of winding adventure which bridges North Dakota's sweeping grasslands and its jagged badlands.



The Greater Grand Forks community gets its name from the "fork" created by the Red and Red Lake Rivers which have played a vital role in the development of the community.

*For more information on Grand Forks, North Dakota, please visit:*

Grand Forks Chamber of Commerce, <http://www.gochamber.org/>

Convention and Visitors Bureau, <https://www.visitgrandforks.com/>

City of Grand Forks, <http://www.grandforksgov.com/>

Find the Good Life in ND, <http://www.findthegoodlifeinnorthdakota.com/Cities/grandforks/>