



Position Profile

Vice President of Finance

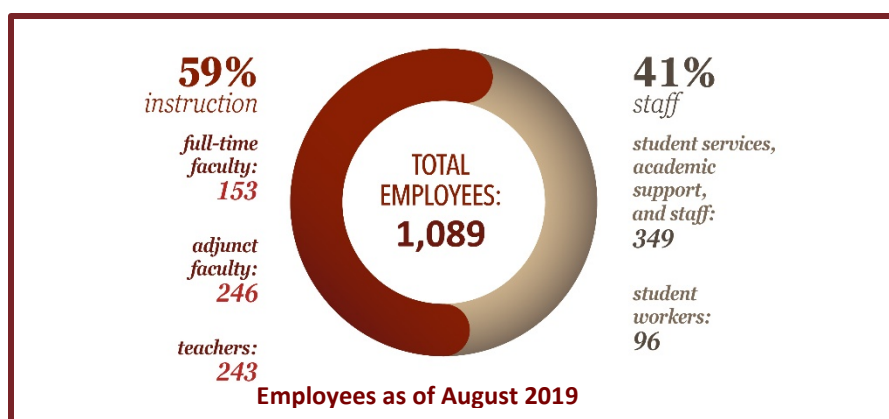
August 2020

In partnership with Summit Search Solutions, Inc.



ABOUT COLLEGE OF WESTERN IDAHO

The College of Western Idaho (CWI) is located in the vibrant and active Southwest Idaho area; it's not only Idaho's largest community college, but it is also one of the fastest-growing colleges in the nation serving over 30,000 students annually. CWI is a comprehensive community college fostering student development academically, as well as occupationally. CWI offers a full range of academic and career-technical courses leading to Associate of Arts, Science, or Applied Science degrees; technical degrees; and targeted workforce skill certificates. CWI also offers basic skills education, ESL and GED preparation, dual credit for high school students, and fast-track career training for working professionals. Students can choose from day, evening, and weekend classes offered at a variety of campus locations throughout western Idaho or online. Created by a supermajority of voters in Ada and Canyon counties on May 22, 2007, CWI is the only public community college dedicated to serving western Idaho and to improving the community's economic well-being by responding with highly-educated and productive graduates. A [recent study](#) highlights CWI's significant contributions and economic impact on the region and ranks it among [Best Online Community Colleges in Idaho for 2018](#). To learn more about CWI, please visit: <https://cwidaho.cc/>

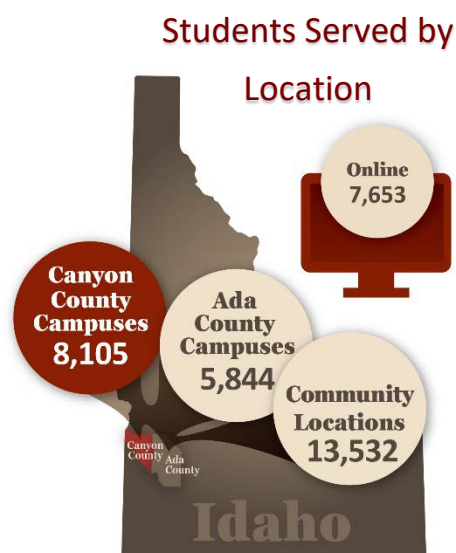


Facts at a glance: <https://cwidaho.cc/info/facts-glance>

Strategic plan: [Click here to view the College's Strategic Plan.](#)

Accreditation: The College of Western Idaho was granted accreditation by the Northwest Commission on Colleges and Universities (NWCCU) in 2016.

Location: Rimmed by the Boise foothills to the north and the Owyhee range to the southwest, CWI is located in the Treasure Valley, Southwest Idaho's economic and cultural hub. As Idaho's center of business, government, arts, and entertainment, the Treasure Valley has been recognized nationally as a great place to live, work, and receive an education. CWI provides services throughout the Treasure Valley, its main campus situated in Nampa and a center in Boise.





THE OPPORTUNITY

Vice President of Finance

Primary Purpose

The College of Western Idaho (CWI) seeks an innovative and experienced business-minded leader for the position of Vice President of Finance (VPF). Under the direction of the President, the VPF serves as a member of CWI's president's cabinet and is the chief financial officer and has the responsibility of serving as the primary financial strategist to the President, Administration, and the Board of Trustees. This position plays a pivotal leadership role within the executive management and senior leadership team, working closely with CWI's internal administrative units as well as the Board of Trustees and Finance Committee. Additionally, the VPF works with external state entities on behalf of CWI including the Division of Finance Management (DFM) and the Office of the State Board of Education (OSBE).

The VPF works collaboratively with all divisions of the College and is responsible for directing and managing CWI's financial affairs and ensuring that the organization makes sound decisions on the application of its financial resources. Additional requirements are oversight and responsibility for an operating budget of approximately \$70 million, which includes direct involvement in budgeting, position control, forecasting, financial planning, accounting, and comptroller functions, auxiliary functions including enforcing all fiscal policies, procedures, controls as well as the preparation for various annual audits, the guidance of the organization's investment portfolio as well as overseeing the financial functions of the CWI Foundation.

Additionally, the VPF serves as CWI's clerk for purposes of Idaho's election laws. As such, the VPF, in consultation with CWI's Office of General Counsel and the county clerks of Ada and Canyon County, oversees elections related to the College. The VPF also works closely with officials of Ada and Canyon County in addressing property tax matters (including revenue and tax exemptions) and oversees CWI's contracts and procurement processes.

The VPF is also a critical contributor to the nurturing and supporting participatory governance at CWI. Cooperation and collaboration are required to promote the vision and values of CWI. This will be accomplished by supporting the Agile Methodology driving a people-focused, results-focused approach to planning and development that respects higher education's rapidly changing world.

Essential Functions

- Promote the financial well-being of the College, accessibility, value, and affordability for students and shared ownership of fiduciary responsibilities by providing budget management, monitoring appropriate investments, exercising shared executive control over the College budget, and safeguarding all assets of the College.
- Provide timely, forward-thinking financial and management advice and direction to the President, senior management and CWI's Finance Committee, and the Board of Trustees. Take a leadership role in developing the financial strategy to support the growth of the College, while continuing to drive operating efficiencies.
- Lead the implementation of the strategic financial planning for CWI's annual budget and multi-year forecasts by facilitating the use of key performance indicators/metrics and institution-wide financial analysis to inform decision making. Provide leadership to ensure CWI achieves the sustainability goals in the strategic plan.
- Conceptualize and implement mechanisms to help CWI become more operationally and programmatically responsive, to allow capitalization on new opportunities in a sustainable manner.
- Demonstrate outstanding interpersonal skills and be an excellent communicator with both internal and external constituents. Maintain all professional relationships with the highest level of integrity including internal relationships with senior leaders, CWI staff, the Board of Trustees, and external relationships, including the State Board of Education, Idaho Division of Financial Management, Idaho Legislative Services Office, the State Joint Finance Advisory Committee, the Idaho Association of Counties, various county clerks and elections offices, and the many influential and visible stakeholders and influencers associated with CWI.
- Demonstrate behavior supporting a collaborative change agent that leads the development of transparent, high performing organizations with a culture of providing strong customer service while promoting professional ethics, cooperation, collaboration, and effective relations among faculty, staff, students, and community groups.
- Provide team leadership to continue to build and maintain a "best practices" finance department, and develop a strong team that also has strong relationships at all levels across the College. Mentor and develop employees, including performance management and coaching.
- Develop and implement procedures, processes, and disciplines fundamental to maintaining a solid and reliable control environment; ensure CWI maintains balanced budgets and high ratings from credit bureaus.
- Be responsible for the quality, accuracy, and timeliness of financial information provided to internal and external parties including CWI's banks and external auditors to ensure compliance with laws and regulations of various regulatory bodies, such as GASB, FASB, Federal OMB Circulars, and IRS.
- Oversee and support the full range of financial and accounting functions and related compliance including financial planning, reporting, analysis; accounting services; budget planning; position management; cash control; treasury management including debt service bonds; investment management; accounts payable and receivable including student accounts receivable; payroll; internal and external audit; contracts and procurement; and pre-award and post-award grants and sponsored projects administration.
- Support and collaborate with the senior leadership team to improve ongoing analytical and financial management data and insight, develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the institution's operations and business plans.
- Report monthly on the CWI's finances to the Board of Trustees; oversee the financial functions of the CWI Foundation; serve as the primary liaison to the Board appointed Finance Committee, which includes subcommittees for audits and investments.
- Serve as CWI's clerk for purposes of Idaho's election laws; in consultation with CWI's Office of General Counsel and election officials of Ada and Canyon oversee elections related to the College.
- Serve as CWI's clerk for purposes of service of process as provided for in the Idaho Rules of Civil Procedure.
- Promote diversity, understanding of and respect for all peoples and cultures.
- Convey by words and action the values held by CWI.

Qualifications

- A bachelor's degree in accounting, business administration, or another suitable field of study is required. A master's degree in business (MBA) or financial management is preferred.
- Five (5) to ten (10) years of progressively responsible financial leadership experience required. CPA preferred.
- Strong strategic thinking skills with demonstrated knowledge of finance, accounting, budgeting, and cost control principles. Solid background in financial analysis, modeling, and risk assessment is required.
- Demonstrated leadership behaviors: proactive and diplomatic in effecting change with a demonstrated collaborative work style required. An accessible, visible, and flexible management style that inspires trust and confidence in financial staff, executive management, and other internal and external colleagues.
- Knowledge and understanding of state statutes and regulations related to community colleges, school districts, state higher education institutions, counties, elections and property, and sources of tax revenue are required.
- Knowledge and understanding of NWCCU accreditation standards is required.
- Excellent communication skills and the ability to work well with people at all levels.
- Proactive, innovative problem-solver possessing creative operational instincts.

WHY CONSIDER THE OPPORTUNITY

- Serve as a key leader in a growing, innovative institution serving a diverse student population.
- Opportunity to establish policies, practices, and priorities that lead to student success and community impact.
- Live in an economically and culturally vibrant part of the country with an outstanding quality of life.
- Excellent benefits including generous retirement package.
- Opportunity to join a community of dedicated, mission-focused faculty and staff.





PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled; parties who apply by **September 20, 2020** will be given first consideration. Please submit a PDF version of your resume and a letter of interest explaining your suitability for this position. To apply online, go to <https://theapplicantmanager.com/jobs?pos=su207>.

For more information or to offer recommendations:

Stephanie Fowler

Senior Consultant

Summit Search Solutions, Inc.

Direct: 530-677-9945

sfowler@summitsearchsolutions.com

Dick Merriman, PhD

Senior Consultant

Summit Search Solutions, Inc.

Direct: 330-933-4809

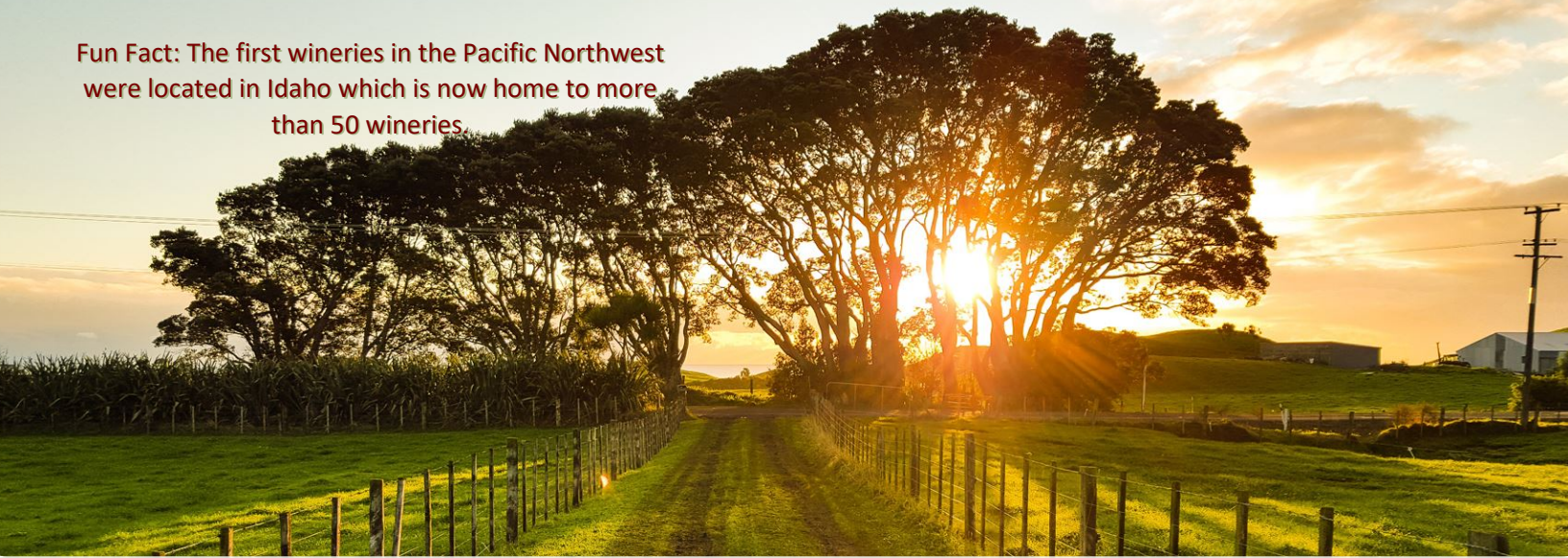
dmerriman@summitsearchsolutions.com

The College of Western Idaho is committed to providing equal employment opportunity for all persons without regard to race, color, religion, sex, age, national origin, disability, veteran status, gender identity, sexual orientation, or any other applicable legally protected status. Qualified veterans will receive preference in accordance with state and federal laws and regulations. Persons needing accommodations during the application process may contact Human Resources at 208.562.3287 or hr@cwidaho.cc.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, New York, North Carolina, and Oregon.

Fun Fact: The first wineries in the Pacific Northwest were located in Idaho which is now home to more than 50 wineries.



NAMPA, BOISE, AND SOUTHWEST IDAHO

Treasure Valley, a treasure chest of resources and opportunities in **Southwest Idaho**, offers a phenomenal lifestyle in the picturesque mountain ranges, thick forests and invigorating rivers of Western United States. Located at the convergence of six rivers as they drain into the Snake River, Treasure Valley is ripe with stunning viewpoints and some of the best opportunities for adventure in the country. Explore undisturbed lands, take in gorgeous sights, breathe crisp mountain air and truly indulge in the great outdoors in the region. Whether it's the vibrant cultural and recreational opportunities or the friendly people, low cost of living, and four-season climate – the Treasure Valley affords a quality of life that rivals virtually any other place in the nation.

Nampa is located in the valley and enjoys a mild climate year-round with 210 sunny days on average. In Nampa you can do more than live and work, you will thrive in an environment rich in endless natural beauty, local history, culture, and economic well-being. From excellent health care facilities to cultural institutions, vibrant public spaces to nature and recreational opportunities - Nampa has the key factors for a great quality of life. Located just minutes from Boise, Nampa brings metropolitan amenities together with a relaxed pace of life and a true sense of community spirit. Nampa also offers the finest in small-city charm with big-time fun. Historic downtown Nampa is anchored by Library Square, a walkable, preserved historic area home to the Train Depot Museum, Wall Street Plaza, Lloyd's Square Park, Nampa Public Library, the Nampa Farmer's Market, restaurants, art galleries, one-of-a-kind shops, and live entertainment venues.

Boise is located just 20 miles away from Nampa and has been listed as #17 in Best Places to Live by [U.S. News and World Report](#) within the United States. It is truly a city dedicated to sustaining the harmony between nature and culture. Nicknamed the "City of Trees," Boise is the state's largest and the capital city which is culturally rich and has recreational opportunities galore, friendly down-to-earth people, beautiful scenery, mild climate, good jobs, affordable cost of living, and a quality of life that can't be beaten.



To learn more about Nampa, Boise and Southwest Idaho:

Southwest Idaho: <https://www.visitsouthwestidaho.org/>

Nampa Chamber of Commerce: <http://www.nampa.com/things-to-do>

City of Boise: <https://www.cityofboise.org/>