



POSITION PROFILE
VICE PRESIDENT FOR
FINANCE AND ADMINISTRATION/CFO
2023

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**Thomas University seeks a
strategic and collaborative leader to serve as the
Vice President for Finance and Administration/CFO.**

Located in the historic town of Thomasville, Georgia, Thomas University has been ranked #1 among the 30 Top Hidden Gems Colleges in Georgia and is committed to excellence. Reporting directly to the President, the Vice President will serve as a member of the University's senior leadership team and as the Chief Financial Officer.



ABOUT Thomas University

VISION

Thomas University will be a national leader in innovative teaching and interactive technology that engages students in creative problem-solving for the Information Age.

MISSION

Thomas University is a private, comprehensive, university offering undergraduate and graduate degree programs as well as training for non-credit industry certifications to prepare students to serve the common good through industry, government, and community.

VALUES

- ❖ Dynamic learning environments that engage students in their intellectual and personal development;
- ❖ Rigorous intellectual studies that require creativity, discipline, and personal responsibility;
- ❖ Diversity and its use as a learning tool to teach that the world is a better place when respect for the individual is central to our relationship with others;
- ❖ Community involvement, including cultural and artistic experiences, which enriches the lives of our students, as well as their fellow citizens;
- ❖ Individual attention to all students;
- ❖ A lifetime connection with our students.

Education that Engages...Empowers...Transforms

Located in the beautiful historic city of Thomasville, Georgia, Thomas University is a regionally accredited, non-profit university with a rich history. TU's highest goal is to provide an educational experience that explores and develops each student's full potential. Situated on 75 acres just 30 miles north of Tallahassee, Florida, TU offers associate's, bachelor's, master's and education specialist degrees at its main campus and online.

THOMAS UNIVERSITY

Opening its doors in 1950, Thomas University is now a four-year co-educational university that serves the needs of Southern Georgia and Northern Florida by providing quality education through a dynamic learning environment and innovative models for reaching learners by its caring faculty and staff. TU has not only become the school of choice for this region but has also taken its dynamic educational programs worldwide. In addition to the hundreds of international students who have earned their degrees at the campus in Thomasville, GA, TU also offers programs through partnerships with respected schools and organizations around the globe.

TU's student body includes traditional students, professionals returning to college, members of the military, and citizens from around the globe who study on the main campus in Thomasville and online. TU students participate in a wide variety of activities, including 14 varsity and junior varsity sports.

RECENT ACCOMPLISHMENTS

- In 2017, Thomas University opened the [Center for Professional Learning](#) offering customized training and certification preparation classes in a variety of areas including contracting, cyber security and project management.
- The [Center for Military Life](#) was established in 2018 to support military personnel and their families' service throughout the military from pre-enlistment to veteran status. TU is a proud partner with the Community College of the Air Force offering seamless transfer of CCAF associate degrees to TU bachelor's degree programs. TU is also an approved General Education Mobile (GEM) provider for Air Force personnel. Thomas University is an active participant in voluntary education programs for all branches, providing access to quality education. The Veterans Services and Career Transition Center is available to all veterans and active-duty personnel on campus and in the surrounding area.

ACCOLADES

- Ranked #1 on the "30 Top Hidden Gems Colleges in Georgia" by *Online School Guide*.
- *Educational Leadership Degree* names TU's Master's Degrees in Educational Leadership "One of the Most Affordable in the South Atlantic Region".
- Ranked #2 in the "Top 10 List of Military Friendly Schools" by *Viqtory Media*.

Thomas University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, and master's degrees.



ABOUT the Opportunity

Vice President for Finance and Administration/CFO

Thomas University, located in historic Thomasville, Georgia, invites applications for the position of Vice President for Finance and Administration (VPFA).

Reporting to the President, the Vice President for Finance and Administration is responsible for providing leadership and management of the financial resources of the University. Additionally, the VPFA serves as a member of the University's senior leadership team and is responsible for financial planning and analysis, leading the budgeting process, cash management and the management of institutional debt, and risk management. The Business Office, Campus Store, Information Technology, Buildings and Grounds, Human Resources, and Food Services report to the VPFA.

DUTIES & RESPONSIBILITIES

- Reports directly to the President;
- Collaborates with the President and senior administrative team members in setting the direction of the University and achieving key strategic goals;
- Works closely with the Board of Trustees and serves as the administrative liaison for the Finance and Endowment Committee, the Audit Committee, and the Property and Facilities Committee;
- Serves as the Chief Financial Officer and is responsible for leadership and overall management of the University's operating budget, financial accounting, audit, endowment management, risk management, and contract management;
- Serves as the Chief Financial Officer and provides leadership and supervision for employees in the business office, information technology, buildings and grounds, and auxiliary enterprises.

REQUIRED QUALIFICATIONS

- Master's degree in business, accounting, finance, or a related field, and experience in financial management.
- Demonstrated expertise in strategic financial planning, financial analysis, asset management, debt financing, and accounting.
- **Strong** preference given for candidates with professional certification in accounting.

DESIRED ATTRIBUTES AND SKILLS

Competitive candidates will meet or exceed the qualifications listed above and will, in addition:

- Be prepared to take the lead in educating all key University stakeholders – especially the Trustees, but also employees, current and prospective donors, and alumni – about the finances of Thomas University.
- Model a commitment to outstanding customer service for all who have financial interactions with the University.
- Work proactively to ensure that budget managers and other key stakeholders are engaged in a collaborative process of building, monitoring, and complying with operating budgets.
- Actively support strategic decision making about new University facilities, renovations and updates to current facilities, and effective deployment of IT for instructional and administrative purposes.
- Be adept with use of pro formas and modeling to support evaluation of current operations and possible new program offerings and related investments.
- Work effectively as a member of a senior leadership team that values and invites direct and candid discussion and debate as the key to effective, collaborative decision making.

WHY CONSIDER THE OPPORTUNITY?

Momentum. Under the accomplished leadership of President J. Andrew Sheppard, Thomas University has made significant gains in the scope and impact of its programs and is enjoying, as a consequence, enrollment growth, improved financial health, and strengthened community support.

Versatility and Relevance. The University's comprehensive mission, practical focus on career preparation, and ability to excel in delivering programs to many kinds of students both on the main campus and online, is highly relevant for today's competitive higher education marketplace.

Collaborative Leadership. The leadership team models collaboration, energy, creativity, discipline, and enthusiasm.

Impact. The Vice President for Finance and Administration/CFO will play an integral role in advancing the University and its beneficial impact in the region and beyond.





HOW To Apply



Thomas University welcomes employment applications of those who bring dimension and expertise to its students and administration.

Acceptance of inquiries, nominations, and applications will begin immediately and continue until the position is filled. Interested candidates should submit a cover letter, resume, and list of five professional references with contact information. Parties are encouraged to apply by **September 24, 2023**.

All applications and nominations will be held in confidence.

To apply online, go to:

<https://theapplicantmanager.com/jobs?pos=su367>

For more information or to offer recommendations:



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Thomas University is an equal opportunity/affirmative action employer, committed to promoting inclusion and equity in its community. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or veteran status, or any characteristic protected by law.



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DISCOVER Thomasville, Georgia

To learn more about this historic region:

City of Thomasville Georgia

<https://thomasville.org/>

Southern Living

<https://www.southernliving.com/travel/georgia/things-to-do-in-thomasville-ga>

Thomasville Visitor's Center

<https://thomasvillega.com/>

Thomasville, Georgia, nestled in the heart of the Peach State and known as the City of Roses...

This charming city offers the perfect blend of a relaxed small-town vibe with a splash of Southern elegance. Thomasville is situated in the southwestern part of Georgia, approximately 34 miles northeast of Tallahassee, Florida. Its location serves as a convenient gateway to major cities including Albany, Georgia to the north, and Jacksonville, Florida to the southeast.

Thomasville has a rich history, picturesque beauty, and a warmth that's sure to make you feel right at home. Downtown Thomasville exudes charm with its beautifully preserved Victorian-era architecture and brick-paved streets. Strolling through downtown, you'll discover a vibrant arts scene, several historic landmarks, and a warm, welcoming community. A First Friday Sip and Shop event is when the downtown area comes alive with music, food, and late-night shopping. And any day of the week, you can enjoy restaurants serving up the heart and soul of southern cuisine (mouth-watering shrimp and grits, crab cakes or fried green tomatoes), or pop in at the shops and boutiques downtown and enjoy the southern charm of the locals while sipping on your cup of coffee or snacking on cheeses produced locally.

Is golfing your passion? You will find a variety of courses, including a Country Club founded in 1892 that boasts a challenging 18-hole course. If it's the arts and history, stunning gardens, historic buildings, and an extensive collection of antiques that you enjoy, then you can visit various historic plantations which offer a glimpse into 19th-century life. When you consider the amazing quality of life, reasonable cost of living, and excellent educational outlets, there are many great reasons to call Thomasville home.



SMALL UNIVERSITY BIG IMPACT



THOMAS UNIVERSITY 