



Associate Vice Chancellor for Finance

The University of Wisconsin-Madison invites nominations and applications for the position of Associate Vice Chancellor for Finance.

POSITION SUMMARY

Founded in 1848, the University of Wisconsin-Madison is the flagship, public land-grant university of the state of Wisconsin and a world-class teaching and research institution. It is home to a dynamic and diverse community of 29,536 undergraduates, 13,801 graduate students, and 21,752 faculty and staff who share a strong sense of school spirit, a commitment to both service and scholarship, and a deep appreciation for the institution's academic rigor. UW-Madison's 936-acre campus spreads out along Lake Mendota and is nestled in the center of Madison, the state's capital city with a population of over 252,000.

Reporting to the Vice Chancellor for Finance and Administration (VCFA), the Associate Vice Chancellor for Finance (AVC for Finance) is responsible for the financial management, planning, and stewardship of the UW-Madison campus and its \$3 billion operation budget. The AVC for Finance will plan, develop, organize, implement, direct and evaluate central campus financial functions. The AVC for Finance is responsible for a wide range of campus units, with approximately 100 full time employees, including the Campus Budget Office, Business Services (including Accounting), and Auxiliary Operations Analysis. The AVC for Finance serves as a key partner for the VCFA and other top campus leadership including the Chancellor and Provost.

PRINCIPAL DUTIES: LEADERSHIP, MANAGEMENT AND ADMINISTRATION

Financial Planning and Analysis

- Develops and communicates annual operating and capital budgets and, with subordinate directors, leads the campus' annual budget process.
- Participates in the development and oversight of strategic planning and long and short-term financial goals, targets and objectives including the 10-year financial projection model.
- Coordinates with the fiscal officers of each school/college and of administrative units and, as needed, with deans and directors and their staff to assure sound fiscal practices in accordance with institutional guidelines and applicable state and federal laws/regulations.

Accounting and Business Operations

- Oversees and ensures the timely and accurate accounting for university business transactions and reporting of financial results in accordance with GAAP, GASB, and state regulatory requirements.
- Responsible for management of the revenue cycle, billing, A/R, and related processes, including management of the Bursar's office for student accounts.
- Directs the university's procurement functions and related processes, ensuring high levels of customer service for campus partners.

Promote the Financial Well-Being of the University

- Explores, develops, and implements programs and strategies to advance cost savings and efficient financial operations of the University.
- Proactively advises and educates the VCFA and campus leadership on all issues and developments that could materially impact the campus' operations including financial planning, budgeting and analysis, controllership and revenue cycle functions.
- Develops and maintains systems of internal controls to safeguard the financial integrity of the campus, monitors campus contracts and ensures compliance with government regulations and higher education peer standards.

Communication

- Serves as the representative for the VCFA in fiscal discussions with the UW system, other UW campuses, and others on various institutional and governmental boards and authorities; active in professional organizations that facilitate shared knowledge with regional and national higher education consortia.
- Establishes and maintains collaborative working relationships with the appropriate faculty, staff and governance groups and committees in program and policy development.
- Maintains an ongoing dialogue and establishes a positive working relationship with stakeholders external to the University (including, for example the Wisconsin Foundation and Alumni Association (WFAA)).

General Management

- Develop the strategic plan and related initiatives for the Finance organization.
- Ensure accountability and a culture of high performance through the implementation of regular reporting on key performance indicators.
- Ensure a positive and supportive work environment for all staff in the finance organization, promoting a culture of employee engagement, diversity, inclusion and staff development.

KNOWLEDGE AND SKILLS

- Extensive demonstrated budgetary and planning skills on very large, dynamic, and complex budgets.
- Proven analytical and abstract reasoning skills, familiarity with modeling techniques and their application.
- Proven ability and skill to identify and analyze complex situations and needs and recommend or implement effective courses of action
- Proven track record of engaged management and strategic planning skills
- Demonstrated expertise around internal controls including financial controls, oversight of state and federal regulatory requirements, auditing, and risk management.
- Demonstrative knowledge about modern financial systems.
- Demonstrated ability to develop and maintain an effective, productive, professional, cooperative relationship with employees at all levels of the organization and to work collaboratively with individuals and groups to incorporate their ideas and adapt to their needs.
- Effective communication skills, including ability to write clear and concise reports, policies, presentations and correspondence.
- Demonstrated management ability to direct and supervise a large and diverse staff including the ability to provide a supportive work environment, develop employees, motivate the organization, and provide effective and sound judgement and leadership.

DEGREE AND AREA OF SPECIALIZATION

MBA, CPA or related master's degree preferred; Bachelor's degree in a related field considered.

Minimum number of years and type of relevant work experience:

Minimum of ten years of progressive experience in financial management, ideally including significant experience in budgeting and forecasting, strategy, financial operations, processes and procedures in a large, complex organization. Must have strong demonstrated budgetary and planning skills, excellent analytical and abstract reasoning skills, management and strategic planning skills, and interpersonal skills. Experience in operating effective internal controls processes, including financial controls, oversight of regulatory requirements (both state and federal), auditing and risk management.

APPLICATION INSTRUCTIONS

Applications and nominations should be received by **March 1, 2018** to ensure full consideration. A letter of application describing interest in the position and how professional experience has prepared the candidate for this position should be accompanied by a resume and the names, addresses, emails, and telephone numbers of five professional references. Candidates will be informed before references are contacted. The search and screen committee will evaluate candidates' qualification and select individuals for interviews.

Please submit inquiries, nominations and application materials to the attention of Susan VanGilder, Partner and Kenna Boyd, Associate of Storbeck/Pimentel & Associates at UWMadisonFinance@storbecksearch.com

We promote excellence through diversity and encourage all qualified individuals to apply. UW Madison is committed to monitoring our recruitment and selection practices and have provided a web-based questionnaire for all applicants to complete on a voluntary basis. Please visit <https://oed.wisc.edu/reports-and-forms.htm> and click on APPLICANT COMPLIANCE FORMS to fill out the survey. Enter PVL# 92617 to complete the form.