



## POSITION ANNOUNCEMENT

**DATE:** May 19, 2017

**POSITION TITLE:** Dean of Finance & Administration

**INSTITUTION:** Kennebec Valley Community College (KVCC) is a 2-year comprehensive community college in mid-Maine serving approximately 2400 students from Somerset, Kennebec, and Knox counties, and well beyond. In 2013, KVCC expanded its Fairfield-based operation to include a new 600-acre Harold Alfond Campus in Hinckley, Maine. Over the past four years, KVCC has invested nearly \$30 million in college programs, infrastructure, and buildings including construction of the new KVCC Center for Science and Agricultural Education, the 120-acre organic farm at KVCC (including education facility, vegetable processing center, equipment, implements, systems, soils, livestock, greenhouses, shelters, fields), a new state-of-the-art culinary arts facility and demonstration kitchen, the largest carpentry lab in the northeast, an indoor electrical lineworker training facility, two medical simulation labs, an early childhood outdoor family education lab, a CNC machine tool lab, a welding lab, and many other important updates including a vast overhaul of IT equipment, software, and computers. KVCC's new Alfond Campus and the revitalized Main Campus in Fairfield offer an unparalleled environment for inspiring new academic energy and innovative thinking. KVCC is a collegial environment emphasizing quality of instruction, student success, and respect for students, employees, and the community.

**SALARY:** Confidential Unit, Level 7, \$57,310 - \$81,572; Benefits include: Retirement choice of Maine Public Employees Retirement System (MainePERS) or Teachers Insurance & Annuity Association (TIAA) - in lieu of Social Security; full employee health/dental insurance and approximately 60% of cost for dependent coverage; life insurance paid by the MCCS; Vacation 20 days/year; Personal 2 days/year; Sick 12 days/year; and 12 paid holidays.

**QUALIFICATIONS:** Preference will be given to candidates holding a Master of Business Administration (MBA), a Bachelor of Science in Accounting, and/or a license as a Certified Public Accountant. The ideal profile of a candidate will include experience in accounting, supervision finance personnel, public procurement, human resources, physical plant management, grant management, and non-profit experience. Excellent interpersonal and computer skills are a must.

**RESPONSIBILITIES:** The Dean of Finance and Administration will be a critical part of the senior management team of the college. As the Chief Financial Officer (CFO) of the College, this position will oversee financial management including day-to-day financial functions, analysis, projections, financial reporting, and strategy; coordinate auxiliary services (college store, café, and farm operations); oversee grant finances, and direct deferred maintenance projects and civil works, as well as, human resource activities. The Dean will oversee approximately 12 staff across the business office and human resource functions of the college operation. In addition, the Dean will also ensure all capital project coordination, procurement management, and compliance to meet Maine Community College System (MCCS) financial objectives. The Dean also provides accounting, reporting and treasury functions for the affiliated nonprofit KVCC Foundation. This position will report directly to the President and be part of the KVCC confidential unit. The Dean will participate in regular system-wide meetings and in this role be part of the statewide MCCS financial team.

**APPLICATION PROCEDURE:** Initial review of applications will begin immediately and will continue until the position is filled. **Submit the following: cover letter, resume, transcript of highest degree earned, KVCC Application for Employment (visit: <http://www.kvcc.me.edu/employment> and download form), and a list of three (3) professional references with contact information to:**

[mbrennan@kvcc.me.edu](mailto:mbrennan@kvcc.me.edu)

Monica L. Brennan

*Kennebec Valley Community College is an equal opportunity affirmative action institution and employer.  
For more information, please contact the Affirmative Action Officer at 453-5000.*

**Kennebec Valley Community College**

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