



Vice President for Business and Finance/Chief Financial Officer

Clinton College – Rock Hill, South Carolina

Position Summary:

Reporting directly to the President, the Vice President for Business and Finance serves as the institution's Chief Financial Officer (CFO) and provides visionary, strategic, and operational leadership for all financial and business affairs of Clinton College. This senior executive is responsible for safeguarding the College's financial health, ensuring regulatory compliance, enhancing operational efficiency, and supporting institutional growth, innovation, and sustainability. The Vice President plays a key leadership role in implementing the College's strategic plan and serves as a trusted advisor to the President and the Board of Trustees.

Essential Duties and Responsibilities:

- **Financial Leadership and Fiscal Stewardship**
 - Oversee all financial operations including budgeting, accounting, financial planning, audits, payroll, purchasing, student accounts, and cash flow management.
 - Provide accurate and timely financial reports and ensure compliance with GAAP and regulatory requirements.
 - Lead development of multi-year financial plans that support institutional priorities, including enrollment growth, tuition revenue, and campus improvements.
 - Implement and monitor internal controls and policies to safeguard institutional assets.
- **Student Accounts and Business Services**
 - Supervise the Office of Student Accounts, ensuring timely billing, collections, and customer service related to tuition, fees, and payment plans.
 - Coordinate closely with Financial Aid, Registrar, and Enrollment offices to ensure accurate student financial records and refund processing.

- Ensure FERPA- and Title IV-compliant handling of student financial data.
- Support students and families through transparent, equitable, and mission-aligned business practices.
- **Operational Oversight and Administration**
 - Provide leadership for Finance, Facilities Management, Auxiliary Services, and other business units.
 - Strengthen institutional operations through efficiency audits, automation, and streamlined workflows.
 - Lead vendor negotiations and procurement processes aligned with institutional goals and budget capacity.
 - Ensure strong risk management practices, institutional insurance coverage, and contractual compliance.
- **Capital Planning and Infrastructure**
 - Work with leadership to plan, fund, and execute capital projects, including renovations, deferred maintenance, and infrastructure expansion.
 - Maintain facility standards that support safety, sustainability, and institutional pride.
- **Strategic Support and Board Engagement**
 - Serve as a key member of the President's Cabinet and collaborate with senior leadership to achieve strategic priorities.
 - Present financial updates and strategic recommendations to the Board of Trustees, especially the Finance and Audit Committees.
 - Assist in the financial modeling of new academic programs, enrollment initiatives, and donor-supported projects.
- **Mission-Driven Leadership**
 - Uphold the Christian values and historical mission of Clinton College as a faith-based HBCU affiliated with the AME Zion Church.
 - Foster a culture of integrity, service, and accountability in alignment with the College's commitment to faith, excellence, and student success.

Qualifications:

- Master's degree in Business Administration, Accounting, Finance, or related field required; CPA strongly preferred.
- At least 7 years of progressively responsible experience in finance or business administration, including 3 years in senior leadership—preferably in higher education or a nonprofit.
- Demonstrated ability to manage complex budgets, student financial operations, and strategic financial planning.
- Familiarity with higher education accounting standards (FASB), grant compliance, and federal reporting (IPEDS, Title III).
- Strong interpersonal, communication, and leadership skills; able to collaborate across departments and with external partners.
- Commitment to the mission of HBCUs and the values of Christian higher education.

Preferred Experience:

- Oversight of Student Accounts or Bursar operations
- Experience with federal grants and compliance (e.g., Title III, TRIO)
- Involvement in institutional accreditation, strategic planning, or major audits

Additional Information:

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide a written authorization for a background check will nullify the offer of employment.

Application Instructions:

Applications should include a resume and cover letter must be sent, preferably in PDF format, to humanresources@clintoncollege.edu. The email's subject line should read "Vice President of Business and Finance/Chief Financial Officer ". The process will continue until the position is filled.