

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Vice President
Finance and Administration
Regular Full-time Position
Position Number 510000**

General Description

The Vice President for Finance and Administration serves as the chief financial officer and is responsible to the President for all business and fiscal affairs of the University. Working in support of the mission and goals of the University, she/he is responsible for and provides leadership over general accounting, budgeting, financial reporting, human resources, information technology, physical plant, campus safety and security and auxiliary support services.

Primary Duties and Responsibilities

- Assist the President in carrying out the mission and strategic goals of the University in the area of finance and administration. Responsible for development and attainment of short and long range operational plan and goals and objectives for finance and administration in support of the University's strategic plan.
- Assume a strong role in strategic planning to ensure appropriate allocation of resources to support the University's mission priorities.
- Provide the vision and creative leadership for strengthening the University's mission.
- Provide leadership over all business and financial operations including internal controls, accounting and financial operations, budgeting, plant operations, purchasing, human resources, information technology, public safety and auxiliary support services.
- Advise the University president in shaping institutional fiscal policies and planning, management and long-range master planning.
- Participate with the University president and executive staff in planning and policy development for the University.
- Serve as the primary liaison with finance and administration officials with the Tennessee Board of Regents and the State of Tennessee and serve as a member of the Tennessee Board of Regents Business Affairs Sub-Council.
- Ensure compliance with University, state, federal and Tennessee Board of Regents policies, guidelines and laws.
- Provide executive leadership for capital projects.
- Serve as a member of the President's Cabinet.
- Represent the University at system and other external group meetings on matters related to higher education finance.
- Manage University and foundation investments.
- Perform other job-related duties as assigned.

Essential Functions

- Knowledge of higher education business and financial operations.
- Knowledge of accounting, payroll, budget analysis, purchasing, contracts and grants, physical plant, campus safety and security and personnel administration.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to develop both short-term and long-term plans for the areas under direct supervision to successfully complete University goals and objectives.
- Excellent problem-solving and management skills.
- Proven interpersonal and leadership skills
- Ability to develop and interpret policies.
- Ability to communicate effectively.

Essential Functions Continued

- Ability to manage, plan and coordinate technical activities while making sound decisions, establishing priorities and meeting deadlines on a regular basis by effectively managing own time and delegation to subordinates.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to organize and direct a staff of professional and administrative personnel.

Required Minimum Qualifications

- Masters degree.
- CPA.
- Strong background in business, accounting or financial management.
- Demonstrated record of effective senior management experience in financial systems management, preferably in a higher education environment.
- Extensive experience in financial systems applications in the financial and management areas.
- A high energy level and an entrepreneurial approach to problem-solving.
- A strong commitment to affirmative action and equal opportunity.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS