



Durena Thompson
Board of Regents Chair

Linda Sue Warner, Ph.D.
College President

**SAN CARLOS APACHE COLLEGE
HUMAN RESOURCES**

1 San Carlos Ave., Bldg. 3
P.O. Box 344
San Carlos, Arizona 85550

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VACANCY ANNOUNCEMENT

POSITION TITLE: Vice President of Finance

WORK LOCATION: San Carlos Apache College, Finance Building in San Carlos, AZ

DEPARTMENT: Finance

REPORTS TO: President

EMPLOYMENT STATUS: Regular Full-Time (Exempt)

OPENED: March 2, 2026

DEADLINE: Open until filled

Description: San Carlos Apache College is seeking an experienced and strategic Vice President of Finance who, under the direct supervision of the President, will provide leadership and oversight of the College's financial and business operations. The Vice President of Finance is responsible for directing and managing budgeting, accounting, payroll, purchasing, grants management, and financial reporting to ensure the effective, efficient, and compliant use of institutional resources in accordance with established policies, regulations, and College procedures. As a member of the Executive Team, the Vice President of Finance advises senior leadership on financial planning, resource allocation, and long-term fiscal sustainability to support the College's mission and continued growth.

Minimum Qualifications:

- Doctorate degree in finance, business or related field required **NOTE: Applicant must submit a copy of all college transcripts to meet positive education requirements.**
- Five (5) years of experience in accounting, finance, or in a job related field (Required).

Essential Functions:

- Provide strategic leadership and oversight of all financial operations of the College, including accounting, budgeting, payroll, purchasing, grants management, inventory control, investments, and accounts payable and receivable.

- Direct and manage the annual budget development process, including enrollment and revenue projections, and provide recommendations related to staffing, compensation, and resource allocation.
- Develop, implement, and continuously improve financial policies, procedures, and internal controls to ensure efficiency, compliance, and effective stewardship of institutional resources.
- Monitor institutional budgets and cost centers on an ongoing basis, including monthly, quarterly, and annual reviews of financial performance, expenditures, and account accuracy.
- Prepare and present accurate and timely financial reports, forecasts, and analyses to the President, Executive Team, and Board of Regents to support informed decision making.
- Lead and coordinate all financial audits, ensuring compliance with regulatory requirements and maintaining strong relationships with external auditors.
- Oversee grants, contracts, and auxiliary services operations, ensuring proper financial management, reporting, and alignment with institutional goals.
- Collaborate with the President and Executive Team on long-term financial planning, including funding strategies, capital projects, and institutional growth initiatives such as facilities expansion and land acquisition.
- Ensure financial systems, processes, and supporting technologies effectively meet the operational, instructional, and administrative needs of the College.
- Establish, monitor, and evaluate pricing strategies, including tuition, fees, and service rates, to ensure financial sustainability and competitiveness.
- Maintain oversight of institutional assets, including fixed asset inventory, and ensure appropriate tracking, reporting, and safeguarding of resources.
- Provide leadership, supervision, and professional development for finance staff, promoting accountability, continuous improvement, and high performance.
- Ensure compliance with all applicable financial, procurement, and reporting regulations, including timely processing of financial transactions such as travel, purchasing, and reimbursements.
- Build and maintain collaborative relationships across departments, providing financial guidance and support to enhance operational effectiveness.
- Stay current with higher education financial standards and best practices, including NACUBO principles, and apply them to strengthen institutional financial management.
- Performs all other activities as assigned or requested.

Work Schedule

Work schedule: Normal work schedule is Monday-Friday 8:00 a.m. – 5:00 p.m.

The applicant may work beyond normal business hours to support college activities and may also be required to work weekends, evenings, and holidays.

Compensation:

\$90,000.00 - \$115,000.00/annually

Benefits and Compensation:

We offer competitive pay and an attractive benefits package, including health, dental, and vision coverage, along with a 401(k) plan that includes an employer contribution.

How to Apply:

- Complete San Carlos Apache College application for employment.
- Resume
- Two (2) letters of recommendation dated within the last two years.
- Official Transcripts

Indian Preference:

Preference in hiring and promotion may be given in accordance with the Federal and Tribal Indian Preference Act. If claiming preference, a copy of a “Certificate of Indian Blood” is required (please attach). Subject first to our Indian Preference policy, San Carlos Apache College is an Equal Opportunity Employer (EOE).