



# WEST VIRGINIA STATE UNIVERSITY

## **Vice President Business and Finance**

### **West Virginia State University**

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 2,600 students. WVSU offers 23 undergraduate and 6 graduate degrees, along with one doctoral degree. WVSU competes in athletics at the NCAA Division II level in 7 men's sports and 8 women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 200,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

### **Position Description**

Reporting directly to the President and serving as a key member of the President's Executive Cabinet, the Vice President for Business and Finance is the chief financial officer of West Virginia State University (WVSU). This executive leadership role is responsible for the strategic management and oversight of all University-wide financial operations, including budgeting, capital construction projects, auxiliary activities, and procurement.

The Vice President leads the Division of Business and Finance, which encompasses the following critical operational areas: Budget and Planning, Accounting, Auxiliary Services, Comptroller, Contracts and Grants, Information Technology, Facilities, Public Safety, Purchasing, Student Accounts Office, and Human Resources.

In this strategic and managerial role, the Vice President collaborates closely with internal and external stakeholders across the institution. The focus of these partnerships is to develop and implement strategies that enhance the University's business, financial, and administrative policies and plans, thereby achieving institutional goals and supporting the core academic, research, professional education, and service missions of WVSU.

This is an at-will, essential, FLSA exempt, full-time, benefits eligible position.

### **Responsibilities for the Vice President**

The Vice President provides overall direction and drives the strategic vision for the following divisions:

### **Strategic Leadership and Stakeholder Engagement**

The Vice President is expected to partner effectively with senior leadership across the University, utilizing creative problem-solving to identify opportunities that maximize financial and operational

efficiencies. This involves analyzing strategic initiatives, leading necessary organizational change to realize these efficiencies, and ensuring the continued financial stability of the institution. This role is critical to advancing the President's goal of improving administrative infrastructure and systems that drive efficiency and effectiveness, allowing for reinvestment of savings into the academic enterprise while identifying new and sustainable funding streams.

### **Business and Finance**

Leads all financial activities, including major deliverables such as annual budget preparation, daily transactions, internal financial reporting, analysis, bond financing issues, cash management, and comprehensive debt oversight. Key responsibilities include:

- Managing internal controls to mitigate risk and ensure compliance.
- Preparing and presenting financial reports to internal and external stakeholders, including coordination of the independent external audit.
- Ensuring the accuracy and timeliness of all University accounting records.
- Safeguarding University assets to minimize the risk of financial loss.

### **Facilities Management**

Ensures operational excellence in facilities management, master planning, construction oversight, engineering services, landscape and natural resources management, utilities and energy services, and sustainability initiatives for all campus properties.

### **Information Technology**

Oversees the group which supports all technology needs for the University. This includes hardware, infrastructure, consulting and support services, physical and cyber-security, and the interaction of all systems used throughout campus.

### **Campus Services (Auxiliary Services)**

Manages and directs business and auxiliary services, as well as enterprise business partnerships and contracts. This portfolio includes transportation services, dining operations, campus bookstores, banking and retail partnerships, and campus card services.

### **Public Safety**

Oversees functions dedicated to ensuring the safety, security, and well-being of the WVSU campus community and facilities.

### **Human Resources**

Ensures strategic alignment between the institution's goals and its human resource practices. This involves the strategic planning, implementation, and evaluation of all HR programs, including talent acquisition, compensation and position management, employee relations, affirmative action compliance, benefits administration, workers' compensation, professional development, performance management, HR information systems, and new employee onboarding.

This position requires the successful integration of various units, all deeply committed to the university's mission, with a shared vision of operational excellence and superior service delivery.

The Vice President serves as the executive liaison to the Finance Committee of the WVSU Board of Governors. Responsibilities include providing transparent and timely information to ensure the Board can effectively fulfill its fiduciary responsibilities. Furthermore, the Vice President is expected to cultivate

strong relationships with the WVSU Board of Governors, state legislators, and Higher Education Policy Commission (HEPC) leadership to communicate financial status, audit and compliance information, capital asset management strategies, and strategic initiatives that add value to the institution, the community, and the State of West Virginia. Other responsibilities may be assigned as necessary to meet the evolving needs of the University.

### **Education and Experience Required**

A baccalaureate degree in accounting, finance, business, economics, or a closely related field is required. A master's degree is preferred. Equivalent professional experience will be considered. Previous senior level leadership experience in a state agency, non-profit or educational institution is preferred. Licensure as a Certified Public Accountant is highly desirable. The position requires a combination of strong business credentials, skills, and experience, an appreciation for the mission of WVSU, and a demonstrated understanding of meeting state mandates and governance structure. The successful candidate will demonstrate a distinguished leadership record within innovative forward-thinking organizations. This record should reflect leadership across different operational areas of an organization. The candidate must possess a proven ability to thrive within a dynamic executive environment, specifically contributing to large-scale campus transformation and the pursuit of operational excellence. The ability to work both independently and in a collaborative setting is critical.

### **Salary Statement**

Salary will be commensurate with education and experience.

### **To Apply:**

First consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by March 6, 2026. The position will remain open until filled. All requested information must be submitted for your application to be considered.

Please submit application materials to [jobs@wvstateu.edu](mailto:jobs@wvstateu.edu) or mail to:

West Virginia State University  
Department of Human Resources  
P.O. Box 1000, 324 Ferrell Hall  
Institute, WV 25112

**West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.**

**West Virginia State University is an equal opportunity employer committed to providing access, equal opportunity, and reasonable accommodation in employment and in its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or disability. Individuals who require reasonable accommodation to participate in the job application or interview process should contact the Disability and Accessibility Resources unit at 304-766-3083 or [ada@wvstateu.edu](mailto:ada@wvstateu.edu)**