



Durena Thompson  
Board of Regents Chair

Linda Sue Warner  
College President

**SAN CARLOS APACHE COLLEGE  
HUMAN RESOURCES**

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***Revised & Re-Advertised***

**Vice President of Finance and Administration**

**POSITION TITLE:** Vice President of Finance and Administration

**VACANCY ANNOUNCEMENT:** #24-06

**WORK LOCATION:** San Carlos Apache College, Main Campus in San Carlos, AZ

**DEPARTMENT:** Business Affairs

**REPORTS TO:** President

**EMPLOYMENT STATUS:** Regular Full-Time (Exempt)

**OPENED:** March 10, 2025

**DEADLINE:** Open Until Filled

**Position Summary:** The Vice President for Finance & Administration (VPFA) reports to the President of the College and serves as the College's Chief Financial Officer (CFO). The VPFA will oversee the full range of finance and business affairs functions and operations of the College, supervise the VPFA office staff, and ensure that the institution is always in compliance with the institution's finance policies, procedures, and goals.

**Essential Responsibilities:** Essential responsibilities and duties may include, but are not limited to the following:

- Under the College's philosophy, code of ethics agreement, and code of conduct policies, employees are required to respect students and employees and act in a way that will bring respect and honor to our College at all times.
- The Vice President of Finance & Administration will develop and oversee all the financial operations of the College including accounting, support services, budgetary control, investments, payroll, purchasing, grants management, inventory control, accounts payable, and accounts receivable.

- Will direct the annual budget development process to include the preparation of enrollment and revenue estimates and the development of recommendations for staffing and compensation.
- Will recommend and implement strategies for the most efficient allocation and use of all the financial resources available to the College.
- Will work with the President to ensure the College's network infrastructure, telecommunications and broadband capacities, and management information systems are kept current and will fully support the instructional, student development, and administrative functions of the College.
- Will establish and oversee the Office of Auxiliary Services, including bookstores, vending, food services, and pay for print.
- Will manage annual and other financial audits with external auditors.
- Will work closely with the President to acquire additional land and buildings to meet the needs of future campus growth and expansion.
- Will continuously recommend financial policies to operate the College more effectively and efficiently.
- Will establish, monitor, and adjust the College's pricing policies, especially as they relate to tuition and fee rates.
- Will work closely with the President in pursuing and managing major grants, gifts, and contracts for the College. Performs other duties as assigned.

### **Qualifications & Skills**

- ✓ Extensive knowledge of Generally Accepted Accounting Principles, budgeting models/systems, financial statements, and financial audits.
- ✓ Expertise with budget and audit preparations and the administration and the administration of funds.
- ✓ Extensive expertise with accounting software (QuickBooks, Excel, etc.)
- ✓ Expertise with grants management, fixed asset/inventory management, and accounts payable/accounts receivable.
- ✓ Experience working in the specialized field of higher education finance.
- ✓ Knowledge and experience with Procurement policies and procedures.
- ✓ Previous supervisory experience.
- ✓ Ability to multitask with attention to detail.
- ✓ Ability to create sound financial/operations policies and procedures.
- ✓ Ability to collect, interpret and synthesize statistical data.
- ✓ Ability to identify issues and resolve conflicts for a wide range of personnel and organizational issues.
- ✓ Ability to communicate effectively with clients, staff and others.
- ✓ Ability to plan, organize and prepare required reports.
- ✓ Ability to maintain professionalism and a strict standard of confidentiality.
- ✓ Ability to create a welcoming and safe environment for all employees and students.
- ✓ Ability to establish and maintain a positive and productive working relationship with individuals.

- ✓ Ability to relate to the San Carlos Apache history and culture as it relates to family and community.

### **Education, Experience, & Requirements:**

- ✓ PhD or equivalent required. (*NOTE: Applicant must submit a copy of all college transcripts to meet positive education requirements*).
- ✓ In addition to meeting the basic requirements above, candidates must have had five (5) years of professional experience.
- ✓ Ability to pass a pre-employment background check
- ✓ Ability to pass a pre-employment drug and alcohol test.

### **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**

The San Carlos Apache Tribe offers competitive compensation and an attractive benefits package, including health, dental, and vision in addition to a 401 (k) plan with an employer contribution policy.

### **How to Apply:**

- All applicants must submit the following:
    - Completed San Carlos Apache College application for employment.
    - Resume
    - Two (2) letters of recommendation
    - Official Transcripts
- See Application Procedures (San Carlos Apache College Personnel Policies & Procedures Handbook, 2022, page 28) <https://www.apachecollege.org/wp-content/uploads/2023/04/SCAC-Personnel-Handbook-Final.pdf>
- Please email an employment application and required documents to Samantha Alvarez-Santi, Human Resources Manager at [samantha.alvarez-santi@apachecollege.org](mailto:samantha.alvarez-santi@apachecollege.org) or [hr@apachecollege.org](mailto:hr@apachecollege.org). Employment applications can be found on our San Carlos Apache College website at [www.apachecollege.org](http://www.apachecollege.org).
  - The San Carlos Apache College follows our Indian Preference Hiring Policy (San Carlos Apache College Personnel Policies & Procedures Handbook, 2022, page 9) <https://www.apachecollege.org/wp-content/uploads/2023/04/SCAC-Personnel-Handbook-Final.pdf>
  - The San Carlos Apache College is an Equal Opportunity Employer