RUST COLLEGE

Vice President for Finance/Chief Financial Officer (CFO)
Job Description

DIVISION/DEPARTMENT: Business Office	DATE TO BE FILLED: Immediately
SALARY: Commensurate with Experience	

SUMMARY

The Vice President for Finance/Chief Financial Officer (CFO) is the senior executive officer responsible for Rust College's financial management. The CFO reports to the college president and works closely with the senior leadership team and is responsible for all matters pertaining to the management and operation of accounting, accounts receivable, accounts payable, budget management and control, student aid disbursement, budget preparation, financial information systems, credit management, collections, fiscal planning, financial statement preparation, investing, and payroll.

The CFO plays a key role in the management and operation of the institution and serves as the fiduciary face to both the board of trustees and the entire college community. The next CFO of Rust College will serve as an essential strategic partner to the president, working collaboratively with the president, the board of trustees, the senior leadership team, faculty, staff and student leaders to assure a successful and stable financial future for the institution.

The CFO supports the board of trustees' finance committee and has primary responsibility for the development and implementation of the college's annual operating budget, along with management of the endowment and the institution's assets. Rust College has been strategic and disciplined in building a strong financial foundation, and the CFO will lead efforts to continue in that vein.

The CFO is expected to be innovative and entrepreneurial in the pursuit and development of strategies that fully optimize resources and further the college's overall academic and administrative initiatives. The CFO assures that the financial and services infrastructure of the institution is appropriate to its goals; employs an understanding of systems and the technology tools available to facilitate institutional effectiveness; focuses appropriately on proactively improving the financial control environment; and provides clear communication that enables the entire college to function optimally.

To be effective, the Vice President/CFO must be a confident, high-energy leader, a superb communicator, and an innovative thinker. In addition, the administrator must understand and respect an environment that encourages teamwork, inclusive decision-making, and a sense of community across the college with the goal of ensuring student success.

In addition to supervising the financial management aspects of the college, the CFO will also provide leadership and supervision for the following divisions:

- Fleet Management
- Purchasing and Warehouse
- Facilities Management/Physical Plant
- Information Technology (liaison to Ellucian)
- Dining Services (liaison to Aramark)

QUALIFICATIONS

- Master's Degree is required. In lieu of an advanced degree, candidates with longstanding experience in comparable positions at institutions of similar size and scope will be considered.
- Five years of leadership including managing staff in a financial and administrative management role with increasing levels of responsibility and demonstrated accountability.
- Proven leadership in finance and budgeting.
- Strong leadership and strategic planning abilities.
- The ability to project a strong positive image of the college through interactions with all constituencies conducting business with the college.
- The capacity to establish clear goals, procedures, systems, and priorities across different areas.

- Exceptional communication skills in the service of conveying the goals and objectives of finance and administration programs.

PREFERRED QUALIFICATIONS

- A CPA and/or a doctoral degree is preferred.
- Experience with capital project planning/management.
- Progressive, visionary individual with a comprehensive understanding of higher education finance, budget, and auxiliary operations.
- Ability to provide critical, conceptual, and strategic thinking to important financial, academic, and administrative issues.
- Leadership experience managing teams and implementing new technologies to help improve operational efficiencies.
- Experience with Ellucian/Colleague.
- Ability to lead effectively using collaboration, persuasion, negotiation and partnering wherever possible but also to exert strong influence on matters of good business practice and principle when necessary.
- Ability to present complex financial information in lay terms and to effectively articulate the college's financial vision, strengths, goals, and requirements to a wide range of audiences, both internal and external.
- Understanding of the political, social, and economic factors shaping the future of private higher education, and the political skill to develop strong partnerships with affiliated entities.

SPECIAL INFORMATION

The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

ABOUT US

Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866, the college faculty, staff and students are comprised of diverse social, cultural, ethnic, racial, and national backgrounds. The college is located 35 miles east of Memphis, TN with forty-seven buildings on a one hundred twenty-six-acre campus. Often referred to as the "citadel on the hill," the campus and historic town provide the perfect backdrop for fulfillment of the mission to equip and inspire students for excellence and service in their communities and throughout the world.

RUST COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The College is committed to creating and maintaining a diverse and inclusive academic community in which all members are equally and equitably respected and valued. We define diversity broadly to include, but not limited to, race, ethnicity, nationality, citizenship, religion, gender identity, sexual orientation, socioeconomic status, (dis)ability, veteran status, political affiliation, or age.

TO APPLY
Persons interested in the above position should submit a cover letter, resume, unofficial transcript of the highest educational level completed, and three references, including contact information, to careers@rustcollege.edu.

(Please put the job title in the subject line; you may attach your materials as Word or PDF documents).
Ms. Shonika Nixon, HR Director
Rust College
150 Rust Avenue
Holly Springs, MS 38635
Closing Date: Posting Date:
Open Until Qualified Applicant is Found 10/2026