



Position:	Assistant Vice President for Finance
Reports to:	Vice President for Finance and Administrative Operations
Terms:	Full Time, 12 Months
Salary:	\$70,000 - \$74,999.00 – Depending on Experience
Starting Date:	Open Until Filled

Position Summary

Provides administrative and operational leadership for the College's finance and business functions in support of institutional stewardship, compliance, operational effectiveness, and student service. Working under the direction of the Vice President for Finance and Administrative Operations, the Assistant Vice President for Finance translates institutional priorities into effective financial and business operations; coordinates budget development, financial planning, and resource allocation; strengthens collaboration and accountability across assigned functions; and promotes consistent, service-oriented administrative practices.

The Assistant Vice President provides leadership across assigned financial and business functions while working collaboratively with the Controller, who maintains primary responsibility for accounting standards, general ledger integrity, financial reporting, accounting controls, and related technical accounting functions.

Essential Functions for Finance

- Provide strategic and operational leadership for assigned finance and business functions, ensuring accountability, effective operations, and high-quality service.
- Support the Vice President for Finance and Administrative Operations in the development, implementation, and monitoring of financial plans, policies, and procedures.
- Lead and coordinate the College's annual budget development process, multi-year financial forecasting, resource planning, and ongoing budget monitoring in collaboration with the Vice President for Finance and Administrative Operations, Controller, and College leadership.
- Provide administrative leadership and coordination across assigned finance and business operations while maintaining appropriate functional accountability within each area.
- Promote sound fiscal stewardship by identifying financial and operational risks and strengthening efficiency, transparency, accountability, service delivery, and internal controls.



- Promote and monitor compliance across assigned operations and work with responsible functional leaders to address identified compliance and operational risks related to institutional policies and applicable local, state, and federal requirements.
- Collaborate across the College to improve financial and administrative processes, clarify responsibilities, reduce duplication, strengthen coordination among functional areas, and provide responsive support to students and employees.
- Use financial, operational, and service data to assess performance, identify trends, evaluate effectiveness, and inform planning and decision-making.
- Establish and monitor operational performance expectations for assigned functions, including service quality, processing timeliness, accuracy, efficiency, compliance, and responsiveness to students and employees.
- Support institutional audit readiness across assigned areas and coordinate the implementation and monitoring of corrective actions arising from audit findings, management recommendations, or operational reviews, while working collaboratively with the Controller on financial audit matters.
- Lead cross-functional initiatives designed to strengthen financial operations, improve business processes, enhance technology utilization, and provide more effective service to students and employees.
- Serve as a liaison between assigned finance and business functions and other College divisions to facilitate communication, resolve operational issues, and advance institutional priorities.

Additional Responsibilities

- Maintain current knowledge of best practices and regulatory requirements related to higher education finance and business operations.
- Provide and support professional development related to finance and assigned administrative operations.
- Maintain appropriate confidentiality and exercise sound judgment in handling financial, personnel, and institutional information.
- Adhere to institutional, state, and federal policies responsibly.
- Serve on committees as assigned.
- Represent the Vice President for Finance and Administrative Operations and/or the Finance and Administrative Operations division on institutional committees, working groups, and initiatives as assigned.
- Perform other duties assigned by the supervisory chain.



Qualifications / Knowledge / Skills

- Bachelor's degree in accounting, finance, or a related field.
- Progressive leadership experience in finance, business operations, or a related area.
- Preferred knowledge of budgeting, accounting, financial reporting, internal controls, purchasing, payroll, and audit processes.
- Experience using financial and operational data to inform decision-making, planning, and continuous improvement.
- Ability to lead through collaboration, establish accountability, manage competing priorities, and exercise sound judgment in complex administrative and financial matters.
- Ability to communicate financial and operational information effectively to audiences with varying levels of financial expertise.

To apply, please submit via email only:

- A current resume/CV
- A WTC Application (Please do not say "see resume") [Application](#)
- A cover letter – not to exceed 2 pages, that includes a description of how the applicant meets the listed qualifications. The applicant may also include other applicable professional experience.
- Transcripts (if required)

Review of applications will begin immediately and continue until the position has been filled. Application documents received without a cover letter describing your fit for the position will not be considered.

Please email documents to hr@wtc.edu

Western Texas College does not discriminate based on race, color, national origin, sex, disability, or age in its programs or activities.