

## E3 Alliance Vice President of Finance and Operations Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=253083>

Downloaded On: Feb. 22, 2025 9:27am

Posted Feb. 14, 2025, set to expire Nov. 29, 2025

<b>Job Title</b>	E3 Alliance Vice President of Finance and Operations
<b>Department</b>	Business
<b>Institution</b>	Austin Community College Austin, Texas
<b>Date Posted</b>	Feb. 14, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Vice-(President/Provost/Chancellor)
<b>Academic Field(s)</b>	Administration - Accounting & Finance
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6003879">https://apptrkr.com/6003879</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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### **E3 Alliance Vice President of Finance and Operations**

### **Austin Community College**

**Job Posting Closing Times:** Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

### **Job Posting Title:**

E3 Alliance Vice President of Finance and Operations

### **Job Description Summary:**

The Vice President of Finance and Operations (VPFO) oversees E3 Alliance's financial strategy and business operations and reports to the President/Executive Director (ED). As a key member of the senior leadership team, the VPFO's primary responsibility is to ensure the organization's financial sustainability. They will lead the development and execution of financial, operational, and systems strategies aligned with E3 Alliance's mission and strategic goals.

The VPFO will be a proactive thought partner, advising the ED and Board of Directors on financial planning, risk management, and operational efficiencies. They will oversee finance, human resources, IT, facilities, and systems, ensuring the organization remains agile, effective, and resilient.

### **Job Description:**

**To be considered for this position applicants must complete both of the following steps:**

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- Complete the E3 Alliance Employment Questionnaire: [E3 Alliance Employment Questionnaire](#)

### **Duties and Responsibilities:**

#### **Strategic Leadership**

- Partner with the ED and Board of Directors to develop long-term financial and operational strategies to support E3 Alliance's mission.
- Serve as a strategic advisor on financial planning, budgeting, cash flow, investments, risk management, and operational priorities.
- Actively contribute to the organization's strategic planning process, ensuring alignment of finance and operations with programmatic goals.
- Represent the organization externally in high-level negotiations related to banking, insurance, facilities, and other financial or operational partnerships.

#### **Financial Oversight**

- Oversee the organization's financial management, including accounting, budgeting, forecasting, reporting, audits, tax, and compliance.
- Ensure financial reporting systems are accurate, transparent, and timely, meeting both internal and external stakeholder requirements.
- Present financial reports and insights to the Board of Directors, Finance Committee, and senior leadership team.
- Ensure compliance with nonprofit financial regulations and maintain strong internal controls.

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### **Operational Leadership**

- Oversee organizational systems, policies, and procedures to improve efficiency and support scalability.
- Identify opportunities to improve operational processes and systems, including information technology solutions.
- Supervise and mentor operational departments, including finance/accounting, human resources, and operations.
- Foster a culture of high performance, collaboration, and continuous improvement.

### **Human Resources & Organizational Development**

- Oversee human resources functions, ensuring policies and practices promote equity, professional development, and staff well-being.
- Establish performance metrics and evaluation processes that align with organizational goals.
- Lead initiatives to strengthen workplace culture and staff engagement.

### **Risk Management**

- Identify and mitigate financial, operational, and organizational risks.
- Ensure compliance with legal and regulatory requirements across finance, HR, and operations.

### **Qualifications:**

#### Education

- **Bachelor's degree** in finance, accounting, business administration, or a related field.

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### Experience

- **10+ years of senior management experience** in finance and operations, preferably in a nonprofit organization.
- Proven experience developing and implementing strategic plans for finance and operations.
- Demonstrated success in change management and systems implementation.

### Required Qualifications

- Certified Public Accountant (**CPA**) designation.
- Advanced proficiency in financial management software and reporting tools.
- Exceptional strategic thinking, problem-solving, and decision-making abilities.
- Strong communication skills, with the ability to present complex financial information clearly to diverse stakeholders.

### Preferred Qualifications

- **Master's degree** in business administration, finance, or a related field.
- Experience in board governance, including preparing and presenting reports to boards and committees.
- Proven track record of driving organizational growth and operational excellence.
- Experience in mentoring and developing teams across finance and operational functions.

### Compensation and Benefits

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E3 Alliance is supported by founding partner Austin Community College District (ACC), and through this partnership utilizes ACC payroll and human resource systems. Through ACC, E3 Alliance staff have access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

### **Salary Range: \$150,000 -\$162,000**

- Salary based on experience and expertise
- Health care and dental insurance, TRS retirement benefits, disability insurance, and other standard ACC benefits
- E3 Alliance is unable to support candidates who require sponsorship to work in the United States
- This position is grant-funded, but does not have a defined timeframe and is intended to be a full-time, ongoing position

### **To be considered for this position applicants must complete both of the following steps:**

- Submit an [ACC application](#), includes uploading your resume and cover letter
- Complete the E3 Alliance Employment Questionnaire: [E3 Alliance Employment Questionnaire](#)

### **Number of Openings:**

1

### **Job Posting Close Date:**

February 26, 2025

### **Clery Act**

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act



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(Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

### **Disclaimer**

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

**To apply, please visit: [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/E3-Alliance-Vice-President-of-Finance-and-Operations\\_R-7292](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/E3-Alliance-Vice-President-of-Finance-and-Operations_R-7292)**

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### **Contact**

Business

Austin Community College

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