



ASSOCIATE VICE CHANCELLOR FINANCIAL SERVICES

POSITION SPECIFICATIONS

CLIENT

[Metropolitan Community College](#) ("MCC") in Kansas City, Missouri, stands as a cornerstone of accessible, affordable, and high-quality education in the region. Established in 1915, MCC holds the distinction of being the city's oldest public institution of higher learning and Missouri's first community college. Today, MCC serves over 17,000 students annually across five campuses, as well as MCC-Online, offering more than 120 associate degree and certificate programs.



Committed to providing equal opportunity for all people, and [guided by its mission](#) of "preparing students, serving communities, creating opportunities for all," MCC is committed to fostering excellence, equity, and lifelong learning. The college provides robust pathways for students aiming to transfer to four-year institutions or enter the workforce directly through career and technical programs. With in-district tuition approximately one-third the cost of a typical four-year school and half of its students qualifying for scholarships and grants, MCC offers an exceptional value in higher education.

Beyond academics, MCC enriches the community through annual events, continuing education, and partnerships that drive economic development. Its vibrant campus life includes numerous clubs, organizations, and athletic teams, fostering a dynamic environment where students can thrive both inside and outside the classroom. Whether a recent high school graduate, a working adult seeking new skills, or someone exploring new career opportunities, MCC provides the resources and support to help achieve personal goals.



POSITION AND RESPONSIBILITIES

The Associate Vice Chancellor of Financial Services (AVC) will serve as a key leader in overseeing and coordinating the College's financial and accounting functions. This includes responsibility for accounting, financial reporting, treasury and cash management, debt administration, capital and fixed asset accounting, accounts payable, and payroll.



Reporting to the Chief Financial Officer, the Associate Vice Chancellor will lead a collaborative, high-performing team of nine, including the Director of Financial Services and the Payroll Manager. Success in this role requires a team-oriented leader with strong accountability, critical thinking, and problem-solving skills. The ideal candidate is a self-starter who can anticipate challenges, think creatively, and develop innovative, practical solutions. A sharp attention to detail, combined with the ability to see the big picture, is essential. This individual will thrive in a collaborative environment, balancing strategic insight with hands-on execution and bringing a proactive approach to both daily operations and long-term planning.

As a newly recreated leadership role, this position offers the opportunity to shape and elevate financial operations in alignment with the College's mission. Given the scope of responsibilities, we welcome candidates with financial leadership experience in higher education or nonprofit organizations, particularly those with expertise in fund accounting, capital budgeting, and regulatory compliance within mission-driven environments.

The AVC will lead with a focus on innovation, compliance, sustainability, and diversity to enhance financial stewardship and promote equitable outcomes. Essential functions include:

Strategic Leadership & Financial Planning

- Provide strategic leadership in the development of financial strategies and long-term planning aligned with the College's mission, Strategic Plan, and sustainability goals.
- Innovate financial practices to enhance adaptability, efficiency, and resilience in response to evolving economic conditions.
- Serve as a key advisor and representative on financial matters, offering insights to the CFO, Executive Cabinet, and Board of Trustees, and fostering transparency through engagement with internal committees, community partners, and external stakeholders.

Operational Oversight & Compliance

- Direct the operations of assigned accounting/finance functions, including investments, fixed assets, travel, year-end closing, issuance of financial compliance reports, external audits, Payroll, and tax compliance.
- Ensure compliance with federal, state, and local regulations, including tax laws, GAAP, and GASB standards.
- Oversee risk management processes, ensuring the identification and mitigation of financial risks.
- Strengthen financial and accounting internal controls to protect resources and enhance operational efficiency.

Technology, Data & Process Improvement

- Lead the adoption and integration of advanced financial systems and technologies, including ERP platforms and data analytics tools.
- Drive efficiency and transparency through the implementation of automated and innovative financial reporting solutions.
- Define and monitor key performance indicators (KPIs) to measure the effectiveness of financial operations.
- Oversee the preparation and presentation of financial statements and compliance reports for internal and external stakeholders.

Leadership, Collaboration & Culture

- Lead and mentor a high-performing finance team, fostering a culture of growth, innovation, accountability, and inclusive leadership.
- Develop and implement succession planning and leadership development strategies that promote equity and ensure long-term organizational strength.
- Collaborate across departments including HR, Student Finance, Legal, and Institutional Advancement as well as external partners and stakeholders, to achieve shared goals; Support financial matters related to grants and the Foundation.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Finance, Accounting, or related field. Advanced degree and CPA preferred but not required.
- 7+ years of progressive accounting experience, including at least 5 years in a state-funded, public institution, nonprofit, or higher education setting, with a solid understanding of fund accounting principles.
- Demonstrated knowledge of GASB standards and their practical application within state-funded or public sector organizations, particularly in higher education.
- Proven experience supervising and developing high-performing finance teams, including responsibility for performance management and leadership development.

- Demonstrated experience in institutional budget development, forecasting, and multi-year financial planning aligned with strategic priorities.
- Skilled in utilizing financial systems to enhance efficiency, streamline processes, and support data-informed decision-making.
- Experience implementing Enterprise Resource Planning (ERP) systems and integrated financial and payroll platforms to support organizational effectiveness.
- Familiarity of financial management of grants and restricted funds, including compliance with OMB Uniform Guidance.
- Familiarity with Board of Education regulations, state funding processes, and applicable legal frameworks highly preferred.
- Experience supporting treasury functions, managing banking relationships, and monitoring cash flow to ensure liquidity and financial stability.
- Strong presentation skills and experience communicating financial information to senior leadership and governing boards.
- Proficient in Microsoft Excel, including advanced functions such as formulas, pivot tables, data analysis tools, and financial modeling.
- The ability to work effectively in a diverse community and meet the needs of diverse student populations.

ATTRIBUTES FOR SUCCESS

- High level of integrity, accountability, and professionalism in all decision-making.
- Strategic thinker with the ability to anticipate challenges, identify opportunities, and provide innovative, data-informed solutions.
- Strong organizational and time management skills, with the ability to manage multiple priorities under tight deadlines.
- Strong people skills and a collaborative mindset for building effective working relationships across departments and with external stakeholders.
- Exceptional written and verbal communication skills, with the ability to convey complex financial information clearly to a range of audiences.
- Cultural competence and a demonstrated ability to work effectively in a diverse community, supporting equity and inclusion in all aspects of leadership.
- Willingness for occasional travel to support external partnerships, conferences, or systemwide initiatives.

LOCATION

Geographically, this position will be located in Kansas City, Missouri. Named one of the “Top 50 Best Places for Business and Careers” by Forbes, Kansas City offers a vibrant community of professionals working in areas of entrepreneurship, innovation, and technology. The region has achieved numerous [national accolades](#) for high rankings in affordability, raising a family, the redeveloped downtown, technology, charitable giving, museums, sports facilities and culinary accomplishments.

APPLICATION PROCESS

CBIZ Talent & Compensation Solutions, a search firm, is assisting our client with this important search. All calls and inquiries should be made through the search firm. Nominations and applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled.

NON-DISCRIMINATION

Our client and CBIZ Talent & Compensation Solutions firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status, or any other protected category pursuant to applicable federal, state, or local law.

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