



*Vice President for  
Finance & Business Affairs and  
Chief Financial Officer*

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**CBIZ EFL Associates**

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***William Woods University** invites applications from, and nominations of, strategic and visionary professionals for the position of Vice President for Finance & Business Affairs and Chief Financial Officer. The ideal candidate has superior finance and accounting skills with an entrepreneurial spirit and strategic mindset.*

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## About William Woods University

Established in 1870, William Woods University is a learning community of more than 2,500 students and faculty, representing all 50 US states and 40 countries, with over 750 traditional students on its 225-acre campus in Fulton, Missouri.

A coeducational, independent, professions-oriented institution, The Woods offers degree programs as diverse as an internationally recognized Equestrian studies program, a four-year American Sign Language interpreting program, a criminal justice degree with homeland security emphasis, a

Cybersecurity degree and the Show-Me GOLD program, which prepares graduates to serve as officers in the Missouri Army National Guard.

Growing and thriving in the competitive world of higher education, William Woods welcomed its largest-ever class of new incoming students for the second straight year in 2024 and has added seven new degree programs and seven new intercollegiate sports just since 2022.

## *The William Woods Story*

William Woods University has a long and fascinating history originating in the aftermath of the American Civil War. First known as the Female Orphan School, the institution that is now William Woods University was founded in 1870 in Camden Point, Missouri in response to the needs of female children orphaned during the war.

During the late nineteenth century, the institution moved to Fulton, Missouri, and expanded its elementary and secondary programs to accommodate young women who aspired to become teachers. Known briefly at the beginning of the twentieth century as Daughters College, the institution changed its name to William Woods College to honor a major benefactor and began offering a two-year college program. In 1962, anticipating dramatic changes in the role of American women in the labor force, William Woods became a four-year college.



Expanding its mission to address the need for graduate and adult-oriented programs, the institution became known as William Woods University in 1993 and began offering graduate degrees and admitting men as well as women into all of its programs.

An independent institution, chartered by the State of Missouri, governed by a self-perpetuating board of trustees, and in an ongoing covenant relationship with the Christian Church (Disciples of Christ), William Woods University remains committed to serving the public good by helping students link intellectual development with the responsibilities of citizenship and professional life.



## Mission

William Woods University promotes a student-centered learning environment valuing inclusion, creativity, and intellectual inquiry. Focused on professions-oriented education, we prepare learners for success.

## Vision

The vision of William Woods University is to be recognized as a progressive and growing leader in higher education, fiscally healthy, and achieving quality in all aspects of institutional life, while cultivating highly respected, innovative, unique programs.



# College Leadership

## Ms. Romain Seguin

### *Acting President*



Romaine Seguin, '82 became Acting President of William Woods University on December 13, 2024. She made history as the first graduate of The Woods to become president of the university. Romaine served as a member of the Board since 2011 and as Chair since 2019. She most recently served as the Chief Executive Officer of Good360, a global leader in product philanthropy and purposeful giving, following a long career of leadership with United Parcel Service (UPS). Seguin served as president of UPS Global Freight Forwarding, overseeing air, ocean and rail freight forwarding, as well as brokerage and supplier management for 220 countries and territories. As president of the UPS Americas Region, she was responsible for all UPS packages and cargo operations in Canada

and more than 50 countries and territories across Latin American and the Caribbean.

A 1982 graduate of William Woods with a degree in marketing management, Seguin began her career with UPS in 1983 as a part-time hub supervisor in St. Louis. She then held a variety of increasingly responsible operational and management roles with UPS both in the U.S. and Europe.

In 1994, Seguin returned to the U.S. as Air District Controller, and was promoted to a senior operational role in which she was responsible for opening the first automated test wing at UPS Worldport. She moved to Europe in 2007 to become managing director of UPS South Europe and was promoted a year later as Chief Operating Officer for the Europe, Middle East, and Africa Region, based in Brussels.

A frequent speaker at community and business events, Seguin has received multiple awards and recognition for her work in the international business community. In addition to serving on the WWU Board, she also serves as a board member for both Fight Colorectal Cancer, Women's President Organization, and the Boys and Girls Clubs of America Southeast Region.

# The Location

Fulton, Missouri, is a historic city located in Callaway County, known for its rich heritage and small-town charm. Fulton is surrounded by scenic rolling hills and rural landscapes, offering outdoor recreational opportunities such as hiking, fishing, and camping. The nearby Missouri River and Mark Twain National Forest provide additional natural attractions. The city boasts a vibrant downtown area with historic architecture, local shops, and eateries. Situated about 25 miles northeast of Jefferson City, the state's capital, Fulton enjoys proximity to both educational and cultural amenities. While a hybrid work schedule will be considered, considerable time is expected on campus.



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# The Opportunity

## *Vice President for Finance & Business Affairs/Chief Financial Officer*

The **Vice President for Finance and Business Affairs (VPFBA) /Chief Financial Officer (CFO)**, plays a pivotal role in safeguarding the financial integrity of William Woods University. This key executive is responsible for providing strategic financial leadership and guidance to the President, Board of Trustees, and senior university leadership. The CFO leads in all aspects of financial management, policy development, and fiscal oversight, ensuring sound financial stewardship across the institution. In addition to overseeing Finance and Business Affairs, the Vice President holds executive accountability for Computing and Information Technology, Human Resources, Facilities Management, and the Campus Post Office. This role demands a forward-thinking leader capable of driving financial strategy while supporting the university's broader mission and goals.

## *Duties and Responsibilities*

### **Financial Strategy & Planning**

- Develop and implement financial strategies that align with the University's mission and goals.
- Lead the creation of both short- and long-term financial plans, including capital planning, debt management, and investment strategies.
- Provide detailed financial analysis, key performance indicators (KPIs), and recommendations to the President and Board of Trustees.

### **Budgeting & Financial Management**

- Oversee the development and management of the University's annual operating and capital budgets, both short- and long-term.
- Ensure effective management of financial resources by monitoring expenditures and revenues.
- Identify financial risks or opportunities early and recommend appropriate actions.
- Continuously evaluate key performance indicators (KPIs) to track financial performance.
- Develop detailed financial models to forecast future financial outcomes and support strategic decision-making.



### **Accounting & Financial Reporting**

- Ensure the accuracy and integrity of the University's financial records and statements.
- Oversee the preparation of all financial and audit reports, including those required by regulatory agencies and the Board of Trustees.
- Ensure compliance with all accounting standards, regulations, and university policies.

### **Treasury & Investment Management**

- Manage the University's cash flow, banking relationships, and investment portfolio.
- Oversee the management of the University's endowment, collaborating with investment advisors and the Board's investment committee.
- Coordinate an annual review with the Board of Trustees and endowment advisors to formalize short- and long-term investment objectives.
- Ensure the University maintains sufficient liquidity to meet both short- and long-term financial obligations.

### **Risk Management**

- Develop and implement strategies to manage financial risks, including insurance, debt management, and regulatory compliance.
- Oversee the University's internal audit function, ensuring the effectiveness of internal controls.
- Provide the President and Board of Trustees with an annual risk assessment summary on all matters affecting the University.

### **Leadership & Collaboration**

- Lead and manage the Finance team, including the Accounting, Finance, Budget, and Treasury departments; provide executive leadership to Information Technology, Human Resources, and Facilities Management.
- Collaborate with the Leadership Team to develop and implement University-wide initiatives.
- Serve as a key advisor to the President and Board of Trustees on all financial matters.

### **Stakeholder Communication**

- Effectively communicate the University's financial position and strategy to internal and external stakeholders, including faculty, staff, students, donors, and creditors.
- Prepare and present financial reports and updates to the President, Board of Trustees, and donors, including both large and small benefactors.



## **Fundraising & Development Support**

- Partner with the Advancement Office to support fundraising efforts and manage the financial aspects of major gifts, grants, and endowments.
- Oversee financial planning for capital campaigns and other fundraising initiatives.
- Collaborate with the Board of Trustees on investments held in the endowment.

## **Asset Management**

- Ensure proper controls are in place to maximize the efficient use of the University's assets.
- Develop and implement cash control processes that protect the University's critical financial assets.
- Provide strategic leadership on growth objectives, including setting cost-per-hour and other revenue-driven targets.
- Drive a responsible fiscal budget that meets revenue and cash flow objectives set by the President and Board of Trustees.

## ***Position Requirements***

- Bachelor's degree in Finance, Accounting, or Business Administration; the ideal candidate will possess an advanced degree.
- At least five years of high-level administrative leadership experience.
- Extensive experience in financial management, planning, budgeting, forecasting, and strategic financial modeling.
- Familiarity with federal and state laws and regulations related to accounting, budgeting, payroll, property management, capital investments, procurement, and risk management.
- Experience with electronic record-keeping systems, particularly for accounting and budgeting, and proficiency in Microsoft Word, Excel, and Outlook.

## ***Knowledge Skills and Abilities***

- Strong knowledge of standard accounting, budgeting, payroll, procurement, and risk management principles and practices.
- Ability to thrive in a dynamic, fast-paced environment with a proactive, solutions-oriented mindset.
- Excellent communication skills, with the ability to clearly and concisely engage with faculty, staff, administration, Board of Trustees, Grantors, and the broader community.

- Proven ability to effectively supervise staff, develop detailed financial reports, and provide sound financial guidance.
- Strong decision-making skills, with a focus on advancing the University's best interests.
- A passion for higher education and a commitment to the mission and values of the University.

## *Compensation and Benefits*

William Woods is committed to offering compensation at current market rates. In addition, expect a superb work/life balance and benefits plan that includes Tuition Assistance/Exchange. A hybrid work schedule will be considered.

## **Equal Opportunity**

William Woods University does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability, sex or gender, gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law. Retaliation is also prohibited. William Woods University will comply with federal, state or local laws such as Title IX, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and other similar laws that prohibit discrimination. Unlawful discrimination has no place at William Woods University and offends the University's core values, which include a commitment to equal opportunity and inclusion. All William Woods University employees, faculty members, students and community members are expected to join with and uphold this commitment. Any member of the William Woods University community has the right to raise concerns or make a complaint regarding discrimination under this policy without fear of retaliation.

# APPLICATION & NOMINATION PROCESS

CBIZ Talent and Compensation Solutions, an executive search firm, is assisting William Woods University in its search for this important leadership position. All calls and inquiries should be made through the search firm. Nominations and applications will be held in strict confidence and candidates will remain confidential until the final stage of the search, at which time the express permission of finalists will be obtained before making their candidacy public.

## Application Process

- **STEP 1: Complete Online Application**
  - Click [here](#) to begin. OR
  - Copy/paste the URL into browser: <https://www.surveymonkey.com/r/WWUCFO>
- **STEP 2: Submit Your Application Materials.** Send the following document in **PDF format**:
  - Résumé or curriculum vitae (CV)

### ***Submission Details:***

- **Email to:** [ApplyHigherEd@cbiz.com](mailto:ApplyHigherEd@cbiz.com)
- **Email Subject line:** “VPFBA/CFO WWU Application”

## Key Dates

- Applications will be reviewed as they are received, and the most qualified candidates will be forwarded to our client for consideration.
- Interested candidates are encouraged to apply promptly. The position *may* be filled prior to July 1, 2025, application closing date.

## Confidential Inquiries

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## Application Questions & Nominations

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