

# NATIONAL SEARCH PROSPECTUS

**Vice President for Administration & Finance  
Chief Financial Officer**



Anthem Executive

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## UNIVERSITY OF HOUSTON - VICTORIA

### THE OPPORTUNITY

The University Houston-Victoria is seeking a visionary leader with a proven commitment to academic excellence and shared governance to serve as its next Vice President for Administration and Finance – Chief Financial Officer (CFO).

The CFO serves as a critical member of the core leadership team and is fully responsible for the financial and business affairs of the University. This position oversees budget planning and procurement, facilities construction and management, general accounting and other financial operations, Human Resources, Information Technology, Business Services, Emergency Management, Small Business Development Center, and Center for Regional Collaboration.

The interested candidate must be an excellent communicator, energetic, problem-solver, accountable and have a collaborative style of leadership working with diverse and multicultural faculty, staff, and students.



**Mission Statement:** UHV, a dynamic destination institution serving Texas and the world, is dedicated to providing every student educational and leadership opportunities to become a successful professional and engaged global citizen. Innovative educational activities challenge students to make meaningful connections between their learning and their lives in a complex world. UHV promotes economic development and advances quality of life through teaching, research, and service excellence.

## Primary Duties

- Plans, implements, and manages all combined functions of administrative and financial affairs to support and enhance the institution's mission; includes direct responsibility for overseeing all accounting, finance, budgeting, forecasting, strategic financial planning, cost benefit analysis, audit activities, financial reporting, facilities and property management, capital projects, contract/procurement analysis and negotiations, human resource management, Information Technology, and community outreach departments
- Enhances and/or develops, implements, and enforces institutional policies and procedures for the administrative and financial operations of the University
- Supports the President in preparing and presenting information on major administrative initiatives and institutional financial conditions to the UH System Board of Regents, the UH System Chancellor, and senior staff and lawmakers
- Advises the President on management issues related to the administrative and organizational effectiveness of the University

## QUALIFICATIONS & KEY ATTRIBUTES

### Required Qualifications

The ideal candidate will be a passionate advocate for the promotion of excellence; an academic leader with a track record of effective academic and administrative experiences; and a visionary and strategic thinker who can demonstrate collaboration and administrative accomplishment.

- Bachelor's degree (required) / Master's degree (preferred) in Finance, Accounting, Business Administration, or other Business-related field
- Minimum of ten (10) years experience (required) / twelve (12) years (preferred) in managerial accounting and financial management
- Minimum of seven (7) years (required) / nine (9) years (preferred) of direct job-related experience in an executive or senior-level management position



## Preferred Qualifications

- Certified Public Accountant license
- Supervisory experience in a diverse department
- State of Texas higher education and PeopleSoft financial systems experience

## Knowledge, Skills & Abilities

- Knowledge of federal, state, local accounting rules and regulations, especially GASB and State of Texas
- Excellent leadership, organizational, analytical and problem-solving skills with the ability to prioritize tasks
- Demonstrate clear, precise, and effective interpersonal, oral and written communication skills
- Ability to professionally and effectively interact with diverse groups and constituents
- Collaborative leader with the ability to think analytically and creatively in support of the university's mission, aspirations, and goals
- High standards of professional conduct, ability to maintain confidentiality, and ability to establish credibility throughout the organization and with the Board as an effective developer of solutions to business challenges
- Demonstrate skills in working successfully with a team of employees to establish goals, motivate, evaluate, solve problems and meet deadlines
- Proficiency with PC software applications in a Windows environment

## Desired Attributes

- Demonstrated commitment to increased diversity equity, and inclusion through initiatives and projects
- A self-starter with a “builder” mentality, bringing a diverse strategy that encompasses inventive academic and student success models
- Strategic, forward thinking, and future-oriented mindset
- Able to work around obstacles that might otherwise hinder or halt progress
- Adaptable
- Able to handle multiple competing priorities
- Able to delegate and empower – not micromanage
- Commitment to consensus-building, shared governance, and constructive interactions through transparent and collaborative leadership
- Open and transparent communication style with excellent interpersonal communication skills
- An energetic, well-grounded, service-oriented personality
- High emotional intelligence. One who inspires commitment
- Student-centered with a deep passion for student success and the student experience
- A visible and accessible approach to leadership
- A strong moral compass with personal and professional integrity beyond reproach
- Politically astute, yet apolitical. Able to communicate a position in a non-polarizing manner
- A bias for action; a record of setting and surpassing objectives; and the proven “can do” drive to execute strategies and produce results beyond expectations
- A critical/strategic thinker and problem solver
- Able to put the right people with the right skills in positions that enhance the team
- A demonstrated ability to represent UHV and interact in a social setting with ease and grace

- An appreciation for serving the educational needs of an economically and demographically diverse population
- Ability to influence people positively, be a catalyst for progress, and make a decisive impact
- A lense of diversity (culturally speaking) that will meet the needs of all stakeholders



## University of Houston-Victoria

UHV is dedicated to providing students with the opportunities they need to make their mark in the world. Established in 1973 with a main campus located in the small city of Victoria, Texas, UHV offers courses leading to more than 80 academic programs.

As one of the nation's state universities, UHV is committed to offering affordable and accessible education to students. Degree programs are taught by award-winning faculty in the School of Arts & Sciences, School of Business Administration, and School of Education, Health Professions & Human Development. UHV's mission is to help students succeed.

### Dynamic Destination

Face-to-face classes are offered at UHV's [main campus](#) in Victoria, as well as an [instructional site in Katy](#), a Houston suburb. Online classes allow students to earn a degree from anywhere. The main campus is located in the welcoming town of [Victoria](#), conveniently located just two hours from the major cities of Houston, Austin, San Antonio and Corpus Christi.

### UHV by the Numbers

Students come to UHV expecting to earn a quality, affordable degree. They stay when they realize that UHV offers personalized attention and small class sizes where they will be able to succeed. [UHV Fast Facts](#) will give you a quick overview of the university.

### Affordable Education

Education doesn't have to be expensive. UHV is the [fifth most affordable](#) public university in Texas, and their [Financial Aid](#) office is committed to helping students get the most aid possible, whether that is through scholarships, grants or loans.

## Personalized Attention

UHV prides itself on the personalized attention faculty and staff provide to students. In fact, the student-to-faculty ratio in classes is just 20-to-1. Programs such as the [Student Success Center](#) provide students with advising, writing assistance and subject-area tutoring to help them succeed in their classes.

## Academic Excellence & Accreditations

Every year, UHV and its degree programs are recognized for their excellence and affordability by outside ranking organizations. The university also is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelor's, master's and specialist degrees. The School of Business Administration is accredited by AACSB International – The Association to Advance Collegiate Schools of Business, which accredits less than 5 percent of business schools worldwide. In addition, the baccalaureate degree in nursing is accredited by the Commission on Collegiate Nursing Education, and the master's in counselor education program is accredited by the Council for Accreditation of Counseling & Related Educational Programs. Click here to find out more about UHV's accreditations. Other accreditations include the National Association of School Psychologists for the Specialty in School Psychology program, the Texas Education Agency for UHV's education programs, and the National Strength and Conditioning Association Education Recognition Program for UHV's kinesiology programs.

Here are just a few of UHV's recent recognitions:

- [Texas Online Colleges](#) ranked UHV No. 2 on its 2021 Most Affordable Online Colleges in Texas list based on the university's high-quality, affordable degree programs and regionally accredited programs.
- UHV was ranked in the top tier of [Educate to Career's](#) 2020 rankings of colleges with the best response to COVID-19.
- [Washington Monthly](#) included UHV in its 2018 Best Bang for the Buck list of Southern colleges that help nonwealthy students attain marketable degrees at affordable prices.
- The [Princeton Review](#) included the College of Business Administration in its list of 2021 Best Business Schools.
- Readers of the [Katy Times](#) chose UHV as the Best College in Katy from 2016 to 2019.
- In 2019 and 2020, readers of [Living Magazine](#) named UHV the Best College/University in Katy/Fulshear.

## Athletics

UHV fields teams in baseball, softball, men's and women's soccer, and men's and women's golf. The Jaguars are part of the National Association of Intercollegiate Athletics and compete in the Red River Athletic Conference.

## University Leadership

UHV's executive committee is made up of the [UHV president](#) and five vice presidents who oversee [Academic Affairs](#), [Administration & Finance](#), [Enrollment Management](#), [Student Affairs](#) and [University Advancement](#). The [President's Cabinet](#) assists the president in developing university plans and policies, and fostering a positive campus environment.

## UHV History

UHV opened in fall 1973 as the University of Houston Victoria Center. Just 356 students enrolled to take classes from 24 faculty members. In 1983, as the institution celebrated its 10th anniversary, the Texas Legislature

passed Senate Bill 235 granting permanent status to UHVC as a degree-grant university offering junior-, senior- and graduate-level courses. The center also was renamed University of Houston-Victoria.

UHV reached another milestone in 2010 when classes were added for freshmen and sophomores, and the university became a residential campus. UHV now has nearly 5,000 students taking classes in Victoria, [Katy](#) and [online](#), and [alumni](#) numbering more than 21,000. As UHV continues to grow, we remember our [history](#) as we look to the future.

### **UHV in the Community**

UHV's students are encouraged to [invest in the community](#) through various initiatives.

UHV is host to the [Small Business Development Center](#), which provides training, consulting and technical assistance to small business owners in Victoria, Aransas, Bee, Calhoun, DeWitt, Goliad, Gonzales, Jackson, Karnes, Lavaca and Refugio counties. Most services are free, although some workshops, special events and webinars have a small fee. It also is home to the [UHV Center for Regional Collaboration](#), which focuses on helping communities form regional partnerships.



In addition, the university encourages community members to visit campus for free events such as the [UHV/American Book Review Reading Series](#); the College of Education & Health Professions Fall and Spring Symposiums; the Martín De León Symposium on the Humanities and the A.D. Sheffield Symposium on African American History.

## **University of Houston System**

As the region's largest provider of comprehensive university services, from the baccalaureate to the doctorate, the University of Houston System plays an essential role in meeting the higher education needs of the Houston metropolitan area and Texas.

UHS serves more than 72,000 students, has an annual budget that exceeds \$1.7 billion, and produces a \$6 billion-plus economic impact on the Greater Houston area each year. The UH System's research and scholarship are globally significant, nationally competitive, and serve as an engine for economic development, while its public service activities enhance the quality of life in the region.

The UH System includes the University of Houston, UH-Clear Lake, UH-Downtown and UHV, and instructional sites in Katy, Northwest Houston, Pearland, and Sugar Land.

### **UH System Structure**

- The UH System is comprised of four separate universities, each with its own budget: UH, UHCL, UHD, UHV.
- Renu Khator has a dual role as Chancellor of the UH System and President of University of Houston. The UHS Board of Regents oversees all four universities.
- Students within the UH System do not take classes at other UHS universities unless they are co-enrolled in two separate universities.
- All four UHS universities operate additional locations where they offer their respective students classes taught by their respective faculty. These are locations, they are not universities.

### **University of Houston (UH)**

The largest university in Houston and the third-largest in the state, UH is a nationally competitive doctoral degree-granting, comprehensive research university that is the flagship of the UH System. It has been recognized as a Tier One institution by the Carnegie Foundation for its high level of research activity. UH is home to Houston Public Media, KUHT-TV8, Houston’s PBS station and the nation’s first educational television station; KUHF-88.7, Houston’s National Public Radio station; and KUHF 88.7 HD-2, Houston’s digital classical music stream.

### **University of Houston-Clear Lake (UHCL)**

Nestled on a 524-acre wildlife and nature preserve near the NASA Johnson Space Center, UH-Clear Lake is a Hispanic Serving Institution offering more than 90 degree programs across four colleges and has an alumni base of more than 73,000. The University expanded from an upper-level and graduate institution into a full, four-year university in 2014, welcoming freshmen and sophomores to campus.

### **University of Houston-Downtown (UHD)**

UHD is located in the central business district, providing valuable opportunities for student internships at major corporations. The University annually ranks among the top institutions in the nation for graduating Hispanic and African American students with bachelor's degrees.

### **UHV**

Located in the Coastal Bend region, UHV is an undergraduate and master’s university that enrolled its first freshman class in fall 2010. UHV offers more than 80 academic programs, with concentrations in the arts and sciences; business administration; and education, health professions and human development; along with one of the most dynamic online educational programs in the state. UHV is a “minority majority” and Hispanic Serving Institution.





## The Community

Victoria is located in the heart of the Golden Crescent of South Texas, and is within reasonable driving distance from Austin, Corpus Christi, Houston and San Antonio.

The Coastal Plains region of Texas is an area renowned for hunting, fishing, and birding. With major highways 77, 59, 87 and the future Interstate 69 all intersecting Victoria and with a prime position along the North American Free Trade Agreement (NAFTA) Corridor, the City is known as the "Crossroads of South Texas."

Victoria is the largest city in the seven-county region, boasting a diverse population of about 62,500 and encompasses an area of approximately 34 square miles. The City is a hub for the area in many categories, including Agricultural, Cultural, Economic, Educational, Historic and Medical.

Victoria offers numerous cultural outlets including the Children's Discovery Museum, Texas Zoo, Victoria Bach Festival, Victoria Ballet Theatre, Victoria Symphony, and the Leo J. Welder Performing Arts Center - which hosts local theater productions and vocal concerts year-round, and is regarded as the best theater venue in the coastal region.



Victoria continues to be on the forefront of new business and technology, with a strong plastics manufacturing industry, petrochemical and industrial chemical plants, and oil and gas exploration.

The availability of a high-speed fiber optics technology network, higher education and the regional hub for a diverse retail sector has made Victoria an excellent city to live, work and play.

## KEY ATTRACTORS TO THE ROLE

- Career making opportunity to lead, enhance, promote, and grow an advancing college
- Enjoy the autonomy to bring your best ideas and create the ideal model within an environment where you will be listened to, heard, and affirmed
- Make your mark, build a legacy of success, and take the institution to the next levels of accomplishment and achievement
- Enjoy a warm, welcoming environment with positive attitudes and a genuine desire to work together

- Grasp the opportunity to work in a collaborative, collegial environment with strong support at the highest levels of administration and influence within the institution and the community
- Geography, climate, demographics, and ambiance combine to offer you a truly excellent place to live. Family members will discover a warm, open community that offers an attractive array of activities, amenities, services, and opportunities.

## NOMINATIONS & APPLICATIONS

The Search Committee invites letters of interest and nominations to be submitted directly to the search firm, Anthem Executive. Correspondence should include a curriculum vitae and a letter of interest describing relevant experience and interest in the position, and should be submitted to Scott Watson, Michael Ballew, Florene Stawowy or Mike “JR” Wheless at:

[UHVCF0@AnthemExecutive.com](mailto:UHVCF0@AnthemExecutive.com)

While applications and nominations will be accepted until a new CFO is selected, interested parties are encouraged to send their materials to the address above ASAP to assure optimal consideration. Expressing interest is the first step in receiving consideration and does not make one an applicant for the position.

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The University of Houston-Victoria is an Equal Opportunity/Affirmative Action institution. Minorities, women, veterans, and persons with disabilities are encouraged to apply.



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