

POSITION ANNOUNCEMENT

POA#: 1218

POSITION INFORMATION

Position Title	Vice President for Business Operations
Number of Positions	1
Position Location	Main Campus - Decatur
FLSA Type	Exempt
Number of Months	12
Position Classification	Administration
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Open Until Filled

FOR ADDITIONAL INFORMATION

Contact	Paige McKinion
Contact Title	Director of Human Resources
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6135
Email	pmckinion@eccc.edu

POSITION SUMMARY INFORMATION

Required Qualifications

Bachelor's degree in Accounting, Finance, Business Administration, or related field. Minimum of 5-7 years of progressive experience in financial or business operations leadership, preferably in higher education; Strong understanding of financial regulations, budgeting, and reporting; Experience with audits, payroll, and investment oversight; Excellent leadership, organizational, and communication skills; Proficiency in financial systems and accounting software.

Preferred Qualifications

Master's degree in Accounting, Finance, Business Administration or related field.

General Statement of the Function

The Vice President for Business Operations serves as the Chief Fiscal Officer of the College, overseeing all financial and business operations. This leadership role ensures compliance with federal and state regulations as well as institutional policies. The Vice President reports directly to the College President and plays a critical role in budget development, resource management, and strategic planning.

Duties and Responsibilities

- Serve as the Chief Fiscal Officer of the College
- Ensure compliance with state and federal laws, as well as institutional financial policies and procedures
- Manage College funds and oversee investment strategies
- Oversee operations of the Physical Plant through the Superintendent
- Supervise Human Resources through the Director of HR
- Lead and manage Business Office personnel and related departments
- Maintain payroll files and ensure accuracy of payroll operations
- Supervise auxiliary services, including food services, as assigned
- Maintain a complete inventory of College property and equipment
- Conduct internal audits to safeguard financial and physical assets
- Develop and implement systems for efficient fiscal management
- Collaborate with the President and senior leadership to prepare the annual budget
- Support department heads and budget managers in budget compliance
- Prepare financial reports for the President and Board of Trustees
- Attend Board of Trustees meetings and serve as Chair of the Finance Council
- Ensure accounting practices comply with standards (AICPA, NACUBO, GASB, Mississippi Community College Accounting Manual)
- Perform additional duties as assigned by the President

APPLICATION DETAILS

Application Deadline	Open Until Filled
Internal Applications	Open Until Filled
External Applications	Open Until Filled
Interviews Completed By	To Be Determined
Successful Candidate Notified By	To Be Determined

WHERE TO APPLY

Complete your online employment application and upload all required applicant documents by clicking on this link.

<https://my.eccc.edu/ICS/Employment/>

REQUIRED APPLICANT DOCUMENTS

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC employment application (online application).
3. Up-to-date transcripts for all college work (Copies of transcripts are acceptable for the application process).
4. Personal resume`.

NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.

THE COLLEGE

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County Career Technical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

EEO STATEMENT

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI and ADEA are coordinated by the Executive Vice President, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, Email: compliance@eccc.edu.

Inquiries regarding compliance with Title IX and Section 504 are coordinated by the Dean of Student Services, Campus Police Building, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6267, Fax: 601-635-4067, Email: compliance@eccc.edu.

Inquiries regarding compliance with ADA are coordinated by the Director of Student Success, Mamie Ethel Burton Memorial Library, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6228, Fax: 601-635-2150, Email: compliance@eccc.edu.

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