

SEARCH PROFILE:

ASSISTANT VICE CHANCELLOR
FOR ADMINISTRATION AND FINANCE



TABLE OF CONTENTS

THE OPPORTUNITY	3
ABOUT SOUTHERN ILLINOIS UNIVERSITY CARBONDALE	4
ABOUT THE DIVISION OF ADMINISTRATION AND FINANCE	5
ROLE OF THE ASSISTANT VICE CHANCELLOR FOR ADMINISTRATION AND FINANCE	6
REQUIRED QUALIFICATIONS	8
PREFERRED QUALIFICATIONS	8
NOMINATIONS, APPLICATIONS, AND TIMELINE	9



THE OPPORTUNITY

Southern Illinois University Carbondale seeks an experienced financial professional to serve as the next Assistant Vice Chancellor for Administration and Finance (AVCAF). Reporting to Vice Chancellor for Administration and Finance Susan Simmers, the AVCAF is an important team-member in providing University-wide leadership with strategic and actionable financial information.

This is an attractive opportunity for an experienced professional to work in a dynamic university environment as a key leader in the financial services area, with responsibilities for having a direct impact on ensuring that the financial information is accurate and reliable and that appropriate internal controls are in place to protect the assets of the University. A skilled and collaborative professional will have the opportunity to lead both as a team member and as a supervisor of administrators within the division. The AVCAF is expected to begin in Summer 2025.



ABOUT SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

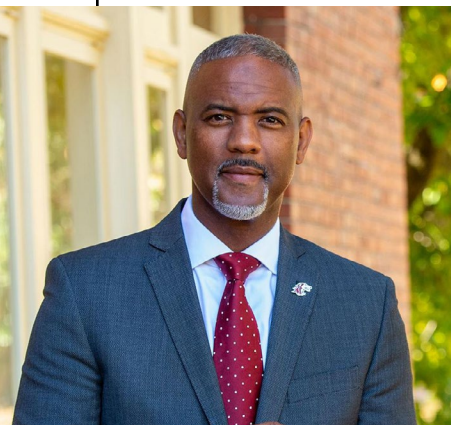
Nestled in the beautiful hills of Southern Illinois, [SIU Carbondale](#) is a doctoral institution classified as a research University: high research activity by the Carnegie Classification of Institutions of Higher Education. With an enrollment of about 11,800 students, SIU offers undergraduate and graduate degrees in eight colleges and schools, as well as professional practice degrees in the Schools of Medicine and Law. SIU embraces a unique tradition of access and opportunity, inclusive excellence, innovation in research and creativity, and outstanding teaching and service focused on student success. The University is committed to a mission of successfully educating and graduating a diverse student population including minority, international, first-generation students, veterans, and disabled students.

allocation, ensuring alignment with the University's overarching vision:

- Student Success & Engagement
- Diversity, Equity & Inclusion
- Branding & Partnerships
- Research & Innovation
- Sustainability

As the IMAGiNE 2030 website explains, that plan is characterized by imagining what is possible and then achieving it: "Imagine there's nothing stopping us. There's only our collective dream of what a university can be. What it means to help students succeed. To be a model of diversity, equity, and inclusion. To be a world leader in innovation, research, and academic endeavor. To demonstrate true sustainability."

The region of [Carbondale, Illinois](#), is characterized by its natural beauty with the Shawnee National Forest, Giant City State Park, and other outdoor opportunities minutes away. With a lively arts and cultural scene, the city is a hub for the region yet maintains a small-town feel with college-town vibrancy and amenities. It is within a two-to-four-hour drive of St. Louis, Indianapolis, Nashville, and Memphis. Just down the road in Marion, Illinois, the local airport offers a shuttle flight to Chicago's O'Hare.



Although known for many [points of pride](#) in its reputation, academic programs, and impact, SIU Carbondale is in the middle of a transformative strategic plan, [IMAGiNE 2030](#). Under the guidance of [Chancellor Austin A. Lane](#), the University has established five foundational pillars for planning and resource



ABOUT THE DIVISION OF ADMINISTRATION AND FINANCE

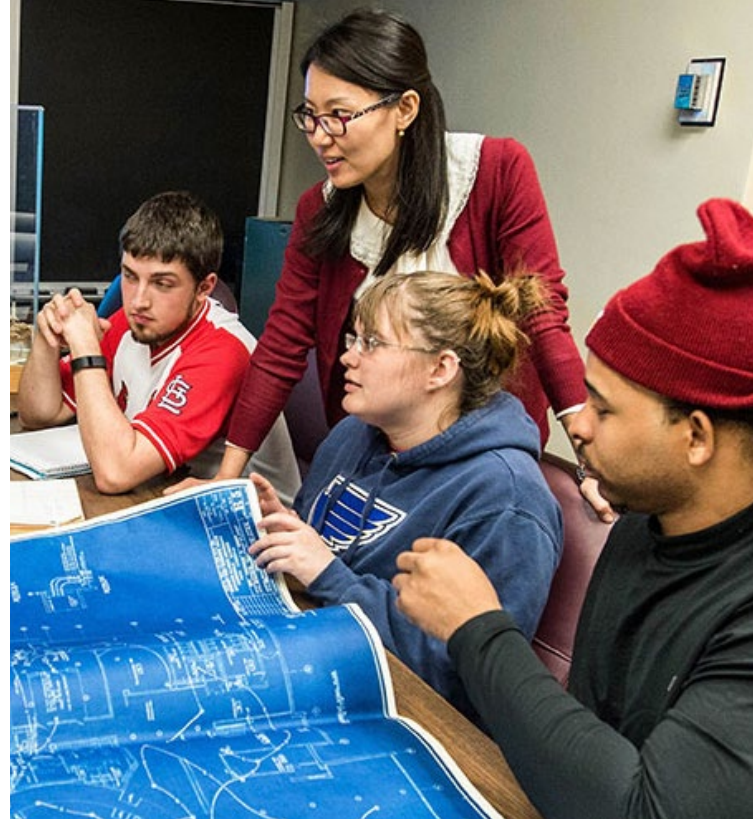


The Division of Administration and Finance provides administrative oversight for campus operations. Led by [Vice Chancellor Susan Simmers](#) since 2022, Administration and Finance includes these business service units:

- [Accounting Services](#)
- [Budget Office](#)
- [Bursar's Office](#)

- [Facilities and Energy Management](#)
 - Including [Travel Service](#)
 - Including [Environmental Health and Safety](#)
- [Campus Mail Service](#)
- [Procurement Services](#)
- [Property Control](#)

The links above provide further details of the responsibilities and extent of services and administration across these areas. The SIU [organizational chart](#) shows on page 17 the structure and reporting lines within this division.



ROLES AND RESPONSIBILITIES OF THE ASSISTANT VICE CHANCELLOR FOR ADMINISTRATION AND FINANCE

This position serves as an integral part of the Vice Chancellor for Administration and Finance team to strategically and collaboratively enhance the University's financial and cultural strength through fiscal analysis, monitoring, planning, and reporting. The Assistant Vice Chancellor for Administration and Finance (AVCAF) supports the University's direction through the development of strategy, problem solving, leadership and effective management. The AVCAF provides leadership to the Financial Services unit of the University, which includes the Budget Office, the Bursar's Office and after April 2026 Accounting Services. The Budget Office does not have a director, so the Assistant Vice Chancellor for Administration and Finance fulfills this role in the University.

The AVCAF has direct impact on the University, providing university-wide leadership with strategic and actionable financial information. This position ensures that the financial information of the University is accurate and reliable and that appropriate internal controls are in place to protect the assets of the University. The position evaluates business processes and systems for operational efficiencies to reduce cost and/or improve services.

The AVCAF works with the Vice Chancellor for Administration and Finance to establish annual goals. This position is responsible for utilizing their staff appropriately to attain the established goals. Weekly meetings take place between the Vice Chancellor and the AVCAF to discuss goals, current developments, and operating concerns.

The AVCAF supervises these individuals, with an expectation that supervisory responsibility includes hiring, training, coordinating work activities, conducting performance reviews, and handling disciplinary actions:

- Bursar (1 FTE)
- Budget/Research Analysts (2 FTE)
- *After April 2026*, Director of Accounting Services (1 FTE)

The AVCAF works often with personnel across the entire campus at various levels of management responsibility. Outside the University, the AVCAF is also likely to interact as frequently with external auditors as needed with the State Comptroller's Office, State Auditor's Office, other state and federal agencies, and peers at other institutions.

These are some of the routine and non-routine responsibilities of the AVCAF:

- Provides leadership to the Financial Services division, which includes the Bursar's Office and the Budget Office, and—after April 2026—Accounting Services.
- The Bursar's Office includes all student accounts receivable management, cashiering, and loan program administration, and collections processes.
- The Budget Office responsibilities include the design and maintenance of a university-wide budgeting module, preparing the annual budget of the University, financial analysis, forecasting, reporting for the Board of Trustees, and other internal and external reporting as required.

ROLES AND RESPONSIBILITIES OF THE ASSISTANT VICE CHANCELLOR FOR ADMINISTRATION AND FINANCE (CONT.)

- Accounting Services is responsible for the accounting of the University, internal and external financial reporting, accounts payable, tax filings, and preparing the consolidated SIU System Financial Statements. Accounting Services works closely with the SIU system office for bond refinancing, treasury management, and internal audit.
- Participates on committees, task forces, or project teams to address complex issues and formulate and implement resolutions. This may include process re-engineering and development of new University policies and procedures.
- Creates and improve ways to report information through enhancing transparency, content, and presentation. This includes reporting for campus users, the Board of Trustees, and external constituents.
- After April 2026, oversee preparation of the annual financial report of the SIU System.
- Re-engineer processes for accounting and budgeting.

EXPECTED QUALITIES, KNOWLEDGE, AND SKILLS OF THE ASSISTANT VICE CHANCELLOR FOR ADMINISTRATION AND FINANCE

This position requires a high degree of complexity and creativity. The AVCAF must be a person of high integrity and sound judgment who can think strategically with a university-wide perspective and work collaboratively inside and outside the finance division. Strong analytical skills, critical thinking, excellent written and verbal communication skills, and the ability to recognize issues and implement solutions are among key talents necessary for success in this position.

In addition to deep knowledge of the use and development of financial systems, the AVCAF is expected to be adept in using spreadsheets, database applications, and report-writing tools for databases. The AVCAF will also demonstrate the ability to communicate financial information to a diverse set of constituents within the University.

Independent judgment and interpretation of policies, procedures, generally accepted accounting principles, state, and federal law are often necessary to recognize issues and implement solutions. The AVCAF will be expected to demonstrate knowledge in these areas:

- Generally Accepted Accounting Procedures (GAAP);
- Standards set by the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB);



- State Fiscal Rules;
- Legislative Audit Commission Guidelines;
- Higher Education Accounting Standards, Policies, and Procedures;
- State and Federal Regulations; and
- University Policies and Procedures.



REQUIRED QUALIFICATIONS

The successful candidate for the Assistant Vice Chancellor for Administration and Finance shall demonstrate ***all of these required qualifications***:

- Bachelor's degree in business administration with emphasis in accounting or finance;
- Master's degree in business administration or an advanced degree in a related field;
- At least 6 years of progressive management experience in the areas of finance and budgeting;
- Supervisory experience;
- Strong computer proficiency, including an ability to understand computer systems, reporting, and relational databases;
- Experience with compilation and review of governmental financial statements (federal, state, and/or municipal); and
- Experience working with diverse populations.

PREFERRED QUALIFICATIONS

The successful candidate for the Assistant Vice Chancellor for Administration and Finance may also demonstrate ***some of these preferred qualifications***:

- A degree in accounting;
- A CPA license or certificate; and
- Experience in higher education financial statement compilation and review.



NOMINATIONS, APPLICATIONS, AND TIMELINE

Academic Search is assisting Southern Illinois University in this search. All inquiries, nominations, and applications will be held in strict confidence. To learn more about this opportunity and discuss your qualifications and interest, potential applicants are welcome to schedule a conversation with the Senior Consultant for this search: Dr. Ginny Horvath (ginny.horvath@academicsearch.org).

APPLICATIONS

Applicants should send these three separate documents (each in PDF format) to SIU-AVCAF@academicsearch.org:

- A detailed **cover letter** expressing your interest in this position and addressing how you meet the qualifications and expectations outlined in this profile;
- A current **full résumé or curriculum vitae** that includes relevant responsibilities and accomplishments;
- A **list of five professional references**, including names, titles, organizations, phone numbers, and email addresses, noting your relationship with each reference.

References will not be contacted until later in the search process and only with the candidate's permission. A full background check (including identity, degree verification, criminal records check, credit check, and sexual misconduct check) must be completed satisfactorily before any candidate can be offered this position.

NOMINATIONS

Although nominations are not required to be considered for this position, leaders who know of outstanding candidates are welcome to submit confidential nominations by sending an email to SIU-AVCAF@academicsearch.org. Be sure to include the nominee's full name, position, institution/

organization, and email address. Academic Search will notify individuals of their nomination, provide details about the position, and encourage them to apply.

SEARCH TIMELINE

Although the search remains open until the position is filled, for full consideration by the Search Committee, candidates should submit application materials by **April 7, 2025**.

Although the start date is negotiable, the next Assistant Vice Chancellor for Administration and Finance is expected to begin as early as possible in Summer 2025.

COMPENSATION

The targeted salary for this position is \$150,000 annually. Final salary offered will be commensurate with qualifications and experience while considering internal equity and budget constraints. In addition to a competitive salary, Southern Illinois University provides a comprehensive benefits package, including health coverage, retirement plans, and tuition waivers, along with many other advantages detailed on the [Human Resources Benefits](#) website.

SIU Carbondale, member of the SIU System, is an anti-racist community that opposes racism, discrimination, and inequity in any form, and embraces diversity, inclusion, equity, and justice for all people.

SIU Carbondale is an Affirmative Action/Equal Opportunity Employer of individuals with disabilities and protected veterans that strives to enhance its ability to develop a diverse faculty and staff and to increase its potential to serve a diverse student population. All applications are welcomed and encouraged and will receive consideration.

ABOUT ACADEMIC SEARCH

Academic Search is assisting Southern Illinois University Carbondale in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute.

