

## Waycross College

Waycross College is a proud member of the University System of Georgia. One of 35 such institutions, we are a rather young college (founded in 1976) and we are the smallest college within the University System. We are a two-year college offering an Associate's degree, and many of our students transfer to a four-year baccalaureate institution within our state. We enroll 1,150 students on two campuses (Waycross and Hinesville). On our main campus (Waycross), we have five buildings on 160 acres of pine trees, slightly less than 1,000 commuting students, approximately two-dozen full time faculty members, and an equivalent number of part-time adjunct faculty members who teach a course or two; the median age of our students is approximately 25 years. Our enrollment has grown 25% over last Spring semester, and we opened last Fall with 15% more students than in Fall of 2008. We offer college level courses in several near-by high schools, on-line education is becoming more prevalent for us, and we this year inaugurated intercollegiate athletics.

We offer a challenging curriculum, our tuition is ½ that of the four-year schools, and 90% of our students receive some form of financial aid. Our faculty work quite hard to provide our graduates with a real experience of success; our graduates tend to do quite well at the next level of their education, to whichever university they transfer. Waycross is a very pleasant and attractive community of approximately 15,000 (39,000 in Ware County), seventy-five miles northwest of Jacksonville, two hours southwest of Savannah, and 75 minutes east of Valdosta.

### POSITION ANNOUNCEMENT

- Position Title:** Chief Business Officer
- Department:** Business Affairs
- Salary:** Salary is commensurate with education and experience.
- Benefits:** Annual leave based on years of service; sick leave; paid holidays; health, dental, life insurance; retirement; more information available at <http://www.usg.edu/hr/benefits/>

***Employment is contingent upon successful completion of a background investigation.***

- Application Deadline:** Open until filled; first review of applications to begin March 1, 2010.
- Application:** Applications are available from the office address below or from the following link:  
[http://www.waycross.edu/jobs/admin\\_prof\\_app2-05.pdf](http://www.waycross.edu/jobs/admin_prof_app2-05.pdf)
- Application Process:** Submit a letter of interest, resume, and a completed Waycross College application to:
- Human Resources  
Administration Building, Room 111  
2001 South Georgia Parkway  
Waycross, Georgia 31503

Questions may be directed to Cathy Cliett, (912) 449-7521 ([ccliett@waycross.edu](mailto:ccliett@waycross.edu)), or to the President at (912) 449-7501 ([palmer@waycross.edu](mailto:palmer@waycross.edu)).

*AA/EEO Women and Minorities are encouraged to apply*

## JOB DESCRIPTION

**JOB TITLE:** CHIEF BUSINESS OFFICER  
**JOB CATEGORY:** CHIEF BUSINESS/FINANCE OFFICER  
**JOB CODE:** 00112X  
**FLSA STATUS:** ADMINISTRATIVE  
**DEPARTMENT:** BUSINESS AFFAIRS  
**REPORTS TO:** PRESIDENT

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### **SUMMARY:**

This position is responsible for the college's financial operations and budget, as well as supervision of the business services to include; cashiering, procurement, accounts payable, payroll and human resources. The Chief Business Officer is an integral part of the President's Cabinet.

### **FUNCTIONS:**

1. Directs the budgetary controls for the institution, serves as the major advisor on budget development and prepares financial status reports of the institution.
2. Responsible for the collation, consolidation, and preparation of the final draft of the budget for submission to the Board of Regents.
3. Appoints, supervises, trains and supports the assigned responsibilities to staff members in the Business Office (Accounts Payable, Payroll, Purchasing, Cashier, Human Resources).
4. Formulates and recommends business policies, develops operating procedures for all areas of business operations, establishes accounting and reporting methods, and coordinates day to day business operations.
5. Works supportively with all other officers, faculty and staff within the college, including but not limited to academic affairs, admissions, bookstore, computer services and information technology, financial aid, food service, physical plant, and security.
6. Responsible for the business phases of facilities planning and construction.
7. Prepares final Cleary Report annually.
8. Performs other responsibilities as may be assigned and requested by the President.

### **QUALIFICATIONS:**

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

- Banner and PeopleSoft experience preferred.
- Ability to manage a multifaceted budget within a University System.
- Outstanding written and oral communication skills.
- Strong organizational skills.
- Outstanding personal integrity.

#### **Education and/or Experience**

- Bachelor degree in business, accounting or a related field required; Master degree, CPA preferred.
- Three to five years of financial experience required.