

RANGER COLLEGE
Ranger, Texas
254-647-3234

Position Available: **BUSINESS MANAGER / DEAN OF FINANCE**

Start Date: ASAP – preferably by August 1

Position Description: The Business Manager/Dean of Finance serves as the Chief Financial Officer of the college and assumes leadership and management for fiscal areas of the college. Duties of this position include but are not limited to: maintaining financial records and preparing financial reports; providing for the security of all college funds; expediting purchasing procedures; supervising custodial and maintenance responsibilities; payroll and personnel office; maintaining property inventories; and supervising maintenance and operation of the bookstore and food service facilities. This individual also assists in developing budget requests, advertising bids, receipts/disbursals of Financial Aid funds, selects insurance carriers, approves POs/requisitions for expenditures of college funds, prepares budget recommendations, serves as Investment Funds Officer and Independent Auditor Coordinator as well as assuming special responsibilities assigned by the college president.

Qualifications:

- Bachelor's required
- Experience in working and managing a post-secondary business office in the State of Texas
- Experience in POISE database system
- Excellent verbal and written communication skills
- Strong customer service skills
- Ability to work in a fast-paced, busy financial setting
- Ability to effectively supervise others
- Experience in or exposed to the community college environment desirable

Preferred Qualifications:

- Master's Degree with CPA

Annual Salary: Highly competitive - commensurate with experience and credentials

Benefits: Group Health and Life Insurance (90-day waiting for Health)
Educational Retirement, Disability/Dental Insurance (opt) TRS or ORP

Application Procedure: Interested applicants should download and submit a Ranger College application; a letter of interest detailing how their qualifications and experience fit this job description; resume; unofficial transcripts; and three professional reference letters. Materials should be sent to: Director of Human Resources, Ranger College, 1100 College Circle, Ranger, TX 76470; email personnel@rangercollege.edu

College Home Page: www.rangercollege.edu

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