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### **Chief Financial Officer/Associate Director of Administration**

Reporting to the Executive Director, Chief Financial Officer/Associate Director of Administration is responsible for planning and organizing the Louisiana Universities Marine Consortium's (LUMCON) financial and administrative affairs. In conjunction with the Executive Director, the CFO/AD sets budgetary goals and objectives as well as manages relationships to the Louisiana Board of Regent and other state and federal divisions. LUMCON is looking for someone with a knowledge base of business principles and techniques of administration, organization, and management including an in-depth understanding of the key business issues that exist in a research and education institution. These include, but are not limited to, knowledge of strategic and operational planning, science funding and management, financial management, personnel administration, federal, state, and local laws and regulations, and trends in research funding. Position is detail oriented and knowledge of State of Louisiana ERP/LaGov system and accounting is beneficial but not required.

LUMCON consists of ~ 100 staff including 9 full-time faculty and 3 marine vessel crews. The position directly supervises three administrative staff. The CFO/AD is responsible for a \$15M annual operating budget and numerous federal and state grants. The CFO/AD will join LUMCON during an exciting growth phase which include a new maritime campus in Houma, LA, the future operation of the newly constructed 199' R/V *Gilbert Mason*, a growing development and funding portfolio, and increases in staff including 5 new faculty.

#### Responsibilities

- Direct the LUMCON's financial planning and accounting practices.
- Maintain financial management reporting and control systems.
- Monitor LUMCON revenue and expenditure processing.
- Federal and state grant administration and reporting requirements
- Oversee compliance with the policies, procedures and regulations of the Louisiana Board of Regents and the state of Louisiana.
- Assure an efficient, high-functioning infrastructure to support the LUMCON's missions.
- Promotes administrative excellence, creativity, leadership, cooperation, teamwork, and accountability throughout LUMCON.
- Working with the Board of Regents and LOSFA in Budget Implementation and Reporting Processes
- Asset Accounting/Grants Management/LaGov ERP/SAP Budget Processing and Reporting/ Financial Oversight of the Barataria-Terrebonne National Estuary Program (BTNEP) – BTNEP Financial Liaison
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Louisiana Universities Marine Consortium  
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A division of the Louisiana Board of Regents

## Minimum Qualifications

- Bachelor's degree in Business Administration or Accounting required or equivalent in education and experience plus 10 years of related experience.

## Preferred Qualifications

- Master's degree in business administration or accounting (or similar degree) and a minimum of seven years of progressive responsibility at a managerial level, preferably in an academic setting. Experience with federal and state grant administration. Previous experience in higher education administration and finances. Familiarity with Louisiana state policies and procedures.

## Other Requirements

- Effective leadership and organizational skills.
- Proven ability to manage and lead staff in a changing environment.
- Knowledge, experience and ability to manage complex information and computer systems.
- Understanding of managerial accounting and finance principles (including practice management).
- Ability to identify opportunities to enhance income from development and revenue sources as well as identifying how best to promote, schedule and charge for various initiatives.
- Demonstrated ability to work effectively with a diverse population of faculty, staff and students.
- Experienced in the supervision of administrative and support staff personnel.
- Ability to provide initiative, judgment and creativity in the resolution of complex problems.
- Effective communication/presentation skills, and a proven track record of forming collaborative and effective working relationships with physicians and administrative leaders.
- Ability to establish realistic and achievable priorities and the ability to lead staff to achieve departmental goals and objectives.

## **Louisiana Universities Marine Consortium**

LUMCON promotes, facilitates, and conducts research and education in marine and coastal sciences relevant to the sustainability of coastal and marine environments in the Gulf of Mexico. In this aim, LUMCON strives to provide innovative models of scientific and educational programs and answers to scientific questions relevant on the national and international stage. In 1979, the Louisiana State Legislature created LUMCON with 2016 legislation placing LUMCON as a division of the Louisiana Board of Regents. The DeFelice Marine Center is located in Cocodrie, 85 miles southwest of New Orleans. By design, LUMCON's location serves as an ideal and immersive location for research and education. The Marine Center is situated in the heart of the estuarine wetland complex. The Marine Center is a modern complex of research, instructional, residential, and support facilities. This includes 26,000 usable square feet of laboratory, classroom, office, and library space. Dormitory rooms and apartments provide

housing for up to 80 people. LUMCON operates and maintains one of the largest fleets of research vessels along the Gulf of Mexico. The icon of marine operations and the fleet is the 116' R/V *Pelican*. The 58' R/V *Acadiana* is well suited for both education and research in Terrebonne Bay and nearby coastal waters. The research vessels are complemented by a fleet of 14 small vessels. With nearly 100 staff, LUMCON encompasses an intrepid and resilient group from diverse backgrounds and with broad expertise. The research conducted by the scientists is internationally recognized and impactful. Marine operations and vessel crews are known for their proficiency, professionalism, and determination. Administrative and facilities staff have weathered hurricanes, flooding, and variable funding cycles. These challenges, in conjunction with the Marine Center's remoteness, have created deep and lasting connections between the staff. LUMCON's staff is not so much a collection of employees as a cohesive community and family.