SEARCH PROSPECTUS

Vice President for Financial & Business Services

MONTGOMERY COLLEGE

SEARCH PROSPECTUS

Vice President, Financial & Business Services

Contents

The Opportunity

Montgomery College (MC) in Maryland invites inquiries, applications, and nominations for the position of Vice President for Financial & Business Services.

Reporting to Mr. Sherwin Collette, the Senior Vice President for Administrative and Fiscal Services, the Vice President for Financial & Business Services provides executive-level leadership for the College's business and financial operations and serves as a key strategic finance advisor to the President, senior leadership team, and Board of Trustees.

Position Summary

The Vice President for Financial & Business Services advances the College's mission by ensuring that financial operations, business processes, internal controls, and service delivery models are effective, compliant, sustainable, and aligned with institutional priorities. The position oversees a broad portfolio of functions, including accounting, financial reporting, audit coordination, grants accounting, accounts payable and receivable, cashiering, treasury, investments, taxes, fixed assets, cash management, student billing and loans, fiscal forecasting, and related financial systems.

The position is responsible for the receipt, stewardship, and disbursement of College funds and for ensuring the integrity, accuracy, and accountability of financial records, reports, procedures, and internal controls. The Vice President for Financial & Business Services provides innovative solutions, financial analysis, operational insight, and business strategies that strengthen fiscal sustainability, improve institutional effectiveness, and enhance service delivery to students, faculty, staff, and external partners.

Leadership Characteristics

- Strategic and forward-thinking, with the ability to connect financial planning, business operations, institutional priorities, and long-term sustainability.
- Operationally strong, with the discipline and technical knowledge needed to ensure accuracy, compliance, accountability, and effective controls.
- Collaborative and service-oriented, with a demonstrated commitment to supporting students, faculty, staff, and institutional partners.
- Analytical and solutions-focused, with the ability to assess complex issues, identify risks and opportunities, and recommend practical courses of action.
- Transparent and credible, with the judgment and communication skills necessary to support executive decision-making and Board-level oversight.
- Committed to continuous improvement, with the ability to modernize systems, strengthen processes, and improve service delivery across a complex institution.
- An ethical and accountable steward of public resources, with a deep understanding of the responsibilities associated with managing institutional funds in a public higher education environment.

Essential Duties and Responsibilities

Strategic Financial and Business Leadership

• Provide executive leadership and management direction for the College's business and financial operations, ensuring that fiscal practices, business systems, policies, procedures, and service models are aligned with the College's mission, strategic priorities, and long-term institutional needs.

• Lead the development and implementation of long-range financial plans and organizational strategies that support institutional sustainability, responsible resource allocation, operational effectiveness, and informed executive decision-making.

• Serve as an advisor to the President, senior leadership team, and Board of Trustees on matters related to fiscal affairs, business operations, financial planning, institutional risk, compliance, financial reporting, and operational improvement.

• Develop innovative solutions, methods, and business strategies that improve operational outcomes, strengthen accountability, and enhance the quality and responsiveness of services provided to students, faculty, staff, and the broader College community.

Financial Operations and Stewardship

• Provide leadership and oversight for the College's accounting, financial reporting, audit, grants accounting, payroll, accounts payable, accounts receivable, cashiering, cash management, treasury, investments, taxes, fixed assets, forecasting, fiscal affairs, student billing, and student loan-related financial functions.

• Oversee the receipt, management, and disbursement of all College funds, ensuring appropriate controls, accuracy, timeliness, transparency, and compliance with applicable laws, regulations, policies, procedures, and accounting standards.

• Ensure the preparation, maintenance, accuracy, and integrity of College financial reports, financial records, and related documentation required for internal management, external reporting, audits, regulatory compliance, and Board oversight.

• Provide leadership for investment, treasury, cash management, and fiscal forecasting activities to support the College's financial stability and effective use of institutional resources.

Essential Duties and Responsibilities (continued)

Internal Controls, Compliance, and Risk Management

• Establish, maintain, and continuously improve written procedures for internal controls for all funds administered by the College.

• Ensure compliance with applicable county, state, and federal financial regulations; public finance requirements; accounting principles; audit standards; budget laws and practices; state education regulations; grant requirements; and other relevant rules governing public institutions and higher education.

• Lead audit preparation, response, resolution, and follow-up activities, ensuring that findings, recommendations, and corrective actions are addressed timely and effectively.

• Assess financial, operational, administrative, and compliance risks and develop appropriate strategies to mitigate risk while preserving operational effectiveness and service quality.

Organizational Effectiveness and Continuous Improvement

• Evaluate the organizational structure, functional responsibilities, workflow, systems, staffing, and service delivery outcomes of the College's business services operations.

• Implement management changes, business process improvements, and service delivery enhancements to promote efficiency, effectiveness, accountability, and continuous improvement.

• Provide leadership in the design, implementation, and effective use of complex financial systems, including enterprise resource planning and financial accounting systems.

• Use data, analysis, financial modeling, and operational metrics to assess performance, identify opportunities for improvement, and support sound institutional decision-making.

Essential Duties and Responsibilities (continued)

Collaboration, External Relationships, and Resource Development

• Provide strategic leadership and tactical fiscal management support in developing alliances and relationships with outside agencies, governmental entities, funding partners, and other organizations that provide financial support to the College.

• Collaborate with leaders across the College to support effective planning, budgeting, financial analysis, grant management, program support, and business operations.

• Build and maintain cooperative, credible, and effective working relationships with internal and external stakeholders, including executive leaders, governance groups, employees, auditors, governmental agencies, community partners, and the Board of Trustees.

Team Leadership and Effectiveness

• Lead, manage, and supervise employees in accordance with applicable College policies, procedures, collective bargaining agreements, and sound management practices.

• Provide clear direction, performance expectations, coaching, and support to promote effective operations, accountability, and professional growth.

• Ensure employees are appropriately trained, informed, and supported in carrying out their responsibilities and delivering high-quality service.

• Promote a collaborative, ethical, and service-oriented work environment that values professionalism, accountability, ethical conduct, and continuous improvement.

• Foster a positive workplace culture that encourages teamwork, effective communication, problem-solving, employee engagement, and responsiveness to the needs of students, faculty, staff, and College stakeholders.

Required Qualifications

The successful candidate must possess the education, experience, knowledge, skills, and leadership abilities necessary to provide executive-level oversight of complex business and financial operations in a large, multi-campus community college or similarly complex organization. Required qualifications include:

• Master's degree in business, accounting, economics, finance, public administration, higher education administration, or a related field; an equivalent combination of education, training, certification, and/or experience may be considered.

• Minimum of ten years of progressively responsible financial and budget management experience, including staff oversight, short- and long-term budget planning, organizational fiscal planning, compliance, audit review, and audit resolution.

• Extensive knowledge of accounting, financial management, public finance, fiscal controls, procurement, audit standards, budget laws and practices, investment activities, and applicable county, state, and federal financial regulations.

• Demonstrated experience leading complex financial operations, financial systems, internal controls, compliance functions, audit processes, and institution-wide business services.

• Strong leadership, analytical, problem-solving, negotiation, organizational, and decision-making skills, with the ability to improve business processes, forecast financial needs, and implement effective financial and administrative systems.

• Excellent communication and presentation skills, with the ability to present complex financial and operational information clearly, build trusted relationships, and lead with integrity, accountability, transparency, fiscal responsibility, and commitment to the community college mission.

Preferred Qualifications

Preferred Qualifications

• Experience in a large, complex public higher education institution, community college, government agency, or similarly regulated public-sector environment.

• Experience serving as a senior financial, business, or administrative executive in a multi-campus or multi-location organization.

• Experience advising a president, cabinet-level leadership team, governing board, or public-sector oversight body.

• Experience leading business process redesign, organizational improvement, financial systems implementation or optimization, and service delivery transformation.

• Experience with Workday or a comparable enterprise resource planning system.

• Knowledge of public higher education funding models, grants administration, public-sector accounting, and collective bargaining environments.

Montgomery College

OUR MISSION

Montgomery College is where students discover their passions and unlock their potential to transform lives, enrich the community, and change the world.

OUR VISION

Montgomery College will serve as the community's institution of choice to transform the lives of students and Montgomery County.

OUR VALUES

Equity and Inclusion

Excellence

Integrity

Respect

Innovation

Adaptability

Sustainability

About MC

The College is governed by a 10-member Board of Trustees appointed by the governor of Maryland. Montgomery College serves nearly 45,000 credit and noncredit-seeking students on three campuses in Germantown, Rockville, Takoma Park/ Silver Spring, and in our new East County Education Center. It also includes a collegewide Workforce Development and Continuing Education unit, training centers in Gaithersburg and Wheaton, a central administrative services center, community engagement sites, and other off-campus locations.

Montgomery College is a Minority Serving Institution (MSI), a Hispanic Serving Institution (HSI), and an Asian American and Native American Pacific Islander Serving Institution (AANAPISI). The College is highly visible in the community and enjoys extraordinary support from the Montgomery County government; local representatives of state government; educational, business, and civic leaders; its two foundations; alumni; and the general community. This support has been essential to Montgomery College's operation as a high-quality, affordable, and accessible higher education institution. The College is widely recognized for the quality and scope of its programs in the arts and humanities, business, engineering and science, developmental education, health sciences, many career areas, workforce development, and trades.

The College's Board of Trustees, composed of leading citizens of Montgomery County, provides effective stewardship for the College, including a record of positive, supportive relationships with its chief executive officer and responsiveness to both student and institutional needs.

Montgomery College (continued)

Our Campuses

The College has three campuses and an East County Education Center. The Takoma Park Campus opened in 1950 and was later renamed the Takoma Park/Silver Spring Campus when the west side of the campus was added in the early 2000s. The Rockville Campus opened in 1965, the Germantown Campus in 1978, and the East County Education Center in 2024.

The College's **Germantown Campus**, located in "DNA Alley," is home to the Bioscience Education Center and the Pinkney Innovation Complex for Science and Technology at Montgomery College, or PIC MC. The campus is a hub of education, business, and entrepreneurship, where industry partners co-locate and actively interact with faculty and students to achieve both educational and economic success. The campus also is home to the Center for Early Education, a member of the International Association of Laboratory Schools. In addition to having a county-run business incubator, Holy Cross Germantown Hospital is located on the campus. The College is the only community college to have a hospital on its campus. During spring 2021, the campus hosted a mass vaccination site in partnership with the state of Maryland and Montgomery County.

The **Rockville Campus** is the largest campus of Montgomery College, serving about 15,000 students each semester. The community of faculty, staff, and students enjoys academic and cultural programs that reflect the international flavor of an exceptional suburban campus. The campus has a state-of-the-art Science Center—with a dinosaur skeleton in its atrium—and recently opened the new Long Nguyen and Kimmy Duong Student Services Center. The campus also houses the Robert E. Parilla Performing Arts Center.

The **Takoma Park/Silver Spring Campus** is home to several modern facilities, including the Gwendolyn and Morris Cafritz Foundation Arts Center and the Cultural Arts Center, which support the county's vibrant arts community. The campus is also home to the Health Sciences Center, where nurses, sonographers, and surgical technicians along with many other allied health professionals receive education and training. The Catherine and Isiah Leggett Math Science Center opened to students in Spring 2024.

MC'S newest learning location, which opened for classes Fall 2024, is the **East County Education Center (ECEC)**. The 55,193-square-foot space features classrooms, training labs, and student advising space, while offering both credit and noncredit courses. The new center is the first step in MC's expansion into East County and expects to serve more than 1,000 students in the first year.

Montgomery College (continued)

Fundraising

In the past eight years, Montgomery College and the Montgomery College Foundation have secured more than $115 million in grants and philanthropic gifts. This includes almost $85 million in federal and state grants from organizations such as the National Science Foundation, the U.S. Department of Labor, and the National Endowment for the Humanities, and approximately $31 million from individuals, corporations, and foundations. Many of these awards are aimed at opening doors to in-demand jobs and closing skill gaps in key industry sectors. One of the largest was a multimillion-dollar grant to lead a consortium of community colleges to deliver cybersecurity degree and certificate programs.

Partnerships

In addition to its academic partnerships with Montgomery County Public Schools (MCPS), the College and MCPS also partner to offer the Alternative Certification for Effective Teachers (ACET) program, a teacher preparation program for degree-holding professionals who wish to become teachers. The College has many organizational partnerships, which often address jobs skills needs in the Washington, D.C., area, in the sciences and other high-technology areas. Partner organizations include the Smithsonian Institution, the Library of Congress, the American Film Institute, the Marriott Corporation, health care providers, various biotechnology firms, and many others. The College's Paul Peck Humanities Institute has offered Smithsonian Faculty Fellowships for 23 years, most recently in a virtual format with the theme, "Humans and the Footprints We Leave: Climate Change and Other Critical Challenges."

Application Process

How to Apply

Applications, nominations, and confidential inquiries are invited. Interested candidates should submit (1) a resume/curriculum vitae, (2) a letter of interest (maximum three pages) addressing their qualifications, leadership experience, and alignment with the responsibilities of the Vice President for Financial & Business Services role.

To apply, candidates should visit the Montgomery College Careers webpage and submit their application materials via Workday. All applications will receive full consideration.

For nominations and/or confidential inquiries, please email:

Ms. Maria Bedenbaugh, Talent Acquisition Specialist, or

Ms. Daunett Hemmings, Acting Manager, Talent Acquisition & Employment Services Office of Human Resources & Strategic Talent Management (HRSTM)

Compensation and Benefits

Salary will be competitive and commensurate with qualifications and experience.

The Montgomery College benefits package includes generous paid vacation, sick leave, paid holidays, medical, dental, vision, group legal benefits, professional development, retirement plans, educational assistance, tuition waivers for employees and dependents, and wellness programming including onsite gyms, pools, and classes.

For more information about Montgomery College's comprehensive benefits program, please visit the HRSTM Benefits webpage.

Timeline

August–September 2026:
Recruitment and application period

Late August–September 2026:
Committee review of applicants

September 2026:
Semifinalist and finalist interviews

Late September–Early October 2026:
Announcement of selected candidate

October 2026:
Projected start date (early to mid-October)*

**An earlier or later start date may be considered.*

MONTGOMERY
COLLEGE

240-567-5000 | montgomerycollege.edu