



3241 South Michigan Avenue • Chicago IL 60616-3878

ILLINOIS COLLEGE OF OPTOMETRY Job Description Vice President and Chief Financial Officer

GENERAL: The Illinois College of Optometry (ICO) is one of the world's leading optometric institutions. The Illinois College of Optometry consists of both the College itself and the Illinois Eye Institute which is the clinical arm of the institution. Located in Chicago's Bronzeville community, ICO is a leader in the education of optometrists "through excellence in optometric education" to ensure we honor our professional oath to "strive so none shall lack for proper care." ICO is committed to giving back to our community by serving a vulnerable population of patients within the Illinois Eye Institute. This also serves as a resource-rich opportunity for our students to engage in complex cases throughout the course of their education, while training them to be compassionate providers who respect the dignity of the human person. We've been refining and perfecting our curriculum and the art and science of clinical optometry since 1872, to best meet the needs of our students and patients. ICO would like to welcome our new Chief Financial Officer on September 9, 2019.

The Chief Financial Officer will exemplify a commitment to excellence and promote a positive culture and leadership role-model as a member of the President's Administrative Cabinet. The CFO reports directly to the President/Chief Executive Officer and is responsible for developing, implementing and adjusting long range financial planning models reflecting the goals and mission of the institution. The CFO will oversee all financial activities of the institution while also overseeing the direction of related business and operational units. In partnership with the Executive team, the CFO will aim to accomplish the strategic goals and objectives of Illinois College of Optometry in a manner consistent with its heritage and status as an educational institution in optometry.

DESCRIPTION: The Chief Financial Officer sets an example and provides strong financial and administrative leadership in collaboration with the Executive Team, the Board of Trustees and the entire ICO community. The CFO will take responsibility for fulfilling the requirements of the role by:

- Serving as a thoughtful, innovative, resourceful and strategic financial leader who builds working relationships with all internal and external stakeholders
- Leading fiscally sound financial strategies to meet the mission of a private graduate institution
- Thinking strategically in developing and implementing new initiatives to create sustainability
- Leading strategic budgeting, forecasting, reallocation of resources, and cost reduction initiatives
- Developing, analyzing, and implementing short and long term sustainable financial models
- Overseeing bond financing, investments and debt management
- Using historical and predictive analytics in decision making and problem solving
- Presenting budget and complex information in an understandable manner to various audiences
- Implementing the campus master plan consistent with the strategic plan and budgeting process
- Assuring all accounting and financial functions are appropriate, transparent, and timely
- Overseeing all financial activities for the institution including oversight of related business units while leading the activities related to the endowment, risk management, purchasing, student accounts, annual and long term operating and capital budgets, general accounting, accounts payable, fixed assets, insurance, contracts, real estate holdings, and information technology
- Serving as the liaison to the Finance and Audit/Risk Management committees of the Board of Trustees

REQUIRED KNOWLEDGE, SKILLS, QUALITIES AND ABILITIES

- Master's degree (preferred) in a business-related field including business administration, finance, accounting
- Current CPA Certification/Licensure
- Ten years of progressive responsibilities in the area of financial administration, with significant leadership experience in business and finance, including complex financial transactions, due diligence, contract negotiations, endowment management, debt management, budgeting, real estate management, risk management, contract management, financial planning, strategic planning, and higher education finance
- Understanding and/or experience in a healthcare setting
- Knowledge of health insurance practices, including Medicare, Medicaid, and managed care organizations
- Expertise in current financial methodology and regulations
- Ability to illustrate complex financial reports and projections

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- Financial leadership success in higher education, health care, or related industries, in an organization with an annual operating budget of at least \$30 million and \$50 million in investible assets
- Contemporary knowledge of finance and business process and guidelines in an academic and/or health care setting as they apply to nonprofit entities and government funds
- Adept at utilizing and leveraging contemporary information technology to enhance effective and efficient operations
- Strong analytic and budget modeling/forecasting skills to assist in strategically furthering the College's mission
- Evidence in promoting honesty, integrity, trustworthiness, and ethical communication and decision-making behavior
- Proven success in creating, building and supporting a workplace culture committed to partnerships, teamwork, collaboration and transparency
- Evidence of commitment to continuous quality improvement, agile decision making and effective stewardship of assets
- Proven success in building strong working relationships while delegating effectively and holding others accountable
- Outstanding interpersonal communications, including oral, written, listening and presentation skills
- Ability to manage, inspire, and establish business policies that support a strong customer service culture that is adaptable in adjusting to the changing academic environment
- Commitment to advancing workforce diversity, team building and professional development of self and staff
- Ability to fulfill all requirements listed in job description and other duties assigned by the President

Please submit a letter of interest and resume to:

Ms. Maritza Lopez

Director of Human Resources

malopez@ico.edu