

**NAUGATUCK VALLEY COMMUNITY COLLEGE  
ASSOCIATE DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES  
(Community College Professional 18)  
12 Month Tenure Track Position**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Naugatuck Valley Community College

**Minimum Salary:** \$63,093, approximate annual (subject to collective bargaining increase), plus excellent medical insurance, retirement and related fringe benefits.

**Closing Date:** February 29, 2016

**Anticipated Starting Date:** April 2016

**MINIMUM QUALIFICATIONS:**

Master's degree in business, accounting, finance or a related area and a minimum of one year of experience in a Fiscal or Business Office. Certified Public Accountant (CPA) and supervisory experience preferred.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position. They must also provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**RESPONSIBILITIES:**

Under the supervision of the Director of Finance and Administrative Services, the Associate Director is responsible for the management of the College's financial and physical resources through effective performance in the areas of strategic planning; management of financial resources; management of physical resources; management of administrative services and management of human resources.

**Application Instructions:**

For complete application instructions, please go to the Naugatuck Valley Community College website at [NVCC Associate Director of Finance and Administrative Services Posting](#)

**ALL EMPLOYMENT, IF OFFERED, IS CONTINGENT UPON PROOF OF CITIZENSHIP OR EMPLOYABILITY UNDER THE REQUIREMENT OF THE IMMIGRATION REFORM AND CONTROL ACT (IRCA).**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Continuing Notice of Nondiscrimination: Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following individual has been designated to handle nondiscrimination policies regarding disability policies: Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8235. The following individual has been designated to handle nondiscrimination policies regarding sex discrimination as well as other forms of prohibited discrimination: Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043.

All necessary qualifications and application instructions are listed above. Any inquiries should be directed to the Department of Human Resources.