



PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

INSTITUTIONAL SUMMARY

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.). Rooted in the Reformed tradition, the Seminary is committed to the formation of students for theologically reflective ministry and to scholarship in service to the global Church of Jesus Christ. Our faculty and educational resources cultivate theologically reflective and contextually engaged Christian leaders. Our programs nurture vocational formation for bearing witness to the gospel of Jesus Christ. Our student body is comprised of Presbyterians, Baptists, Methodists, Episcopalians, Orthodox, and more than 20 other traditions from more than 30 U.S. states and countries around the world.

POSITION SUMMARY

As the Seminary's chief financial officer, the Vice President for Finance and Administration ("VPFA") is responsible for all financial, accounting, and administrative functions in accordance with the mission, policies, and By-Laws of the Seminary as established by the Board of Directors, and in accordance with sound business practices for non-profit academic institutions. The VPFA reports to the President and is a key member of the President's administration. The VPFA is responsible for overseeing the Seminary's financial planning and budgeting, and renders financial reports and analysis. The VPFA also provides financial leadership to the Seminary's strategic planning process. With the Board of Directors' Finance Committee, the VPFA works closely with the investment consulting firm that oversees the Seminary's Endowment. The VPFA serves as the primary senior administrative liaison to the Board of Directors Finance, Audit, and Property Committees, and is the Assistant Secretary/Treasurer of the Board of Directors.

The VPFA manages all activities designated as business office responsibilities to include but not limited to: physical plant and grounds, information technology, risk management and insurance, legal custodian of all business records, city, state, and federal government compliance, vendor management, travel, annual financial audit, advise on employee compensation and personnel policies, and advise on facilities rentals and related agreements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Finance and Budget

1. Supervise Controller, who is responsible for managing the business office functions including accounts payable, student accounts, banking, fund and endowment accounting, payroll, and financial reporting.
2. Coordinate the preparation of each fiscal year's operating and capital budgets, including a multi-year projection, for the review of the President, Cabinet, and the Finance and Property Committees of the Board before final approval of the Board of Directors.
3. Administer operating and capital spending relative to the approved budgets, and prepare periodic reports for the President and Finance / Property Committees of the Board of Directors.
4. Administer all financial books and records with appropriate accounting control systems, and along with the Controller, prepare annual financial statements in accordance with "Generally Accepted

Accounting Principles” for audit by an independent firm of certified public accountants, and approval of the Board of Directors.

5. Manage the Seminary’s financial assets and liabilities, and with respect to the Endowment Fund, do so in accordance with the “Investment Policy and Guidelines” approved by the Board of Directors by working with the Finance Committee of the Board and investment consulting firm that aids in the establishment of the Endowment Fund objectives and implementation of the Endowment Fund Investment Plan.

Physical Plant

1. Oversee the day-to-day management of the Seminary’s campus, including the operations, repairs and maintenance of existing buildings, real estate matters, and new capital projects.
2. Supervise Facilities Director in establishing and maintaining standards of housekeeping, maintenance, and repairs commensurate with the financial resources available with respect to the preservation of property, safety, functional use, and esthetic values.
3. Serve as the administrative lead on planning committees for major renovations and/or building projects under the direction of the Property Committee of the Board of Directors by coordinating/arranging for architects, project managers, engineers, and contractors.

Information Technology

1. Supervise Information Technology Director and assist with reviewing purchases and contracts for major items such as IT equipment, software, and communications services.
2. Assist with information technology strategic plans, policies, security, programs, and schedules for computer services, support, network communications, audio visual, and management information services.

Risk Management, Campus Safety, and Emergency Preparedness

1. Work with insurance advisors and brokers to ensure that adequate, appropriate, and cost-effective insurance is in force, including liability, property, and casualty, directors and officers, foreign travel, and workers compensation.
2. Coordinate with various government and insurance inspectors to ensure that the Seminary is adhering to health and safety codes.
3. Serve on the Campus Safety and Security Committee as a member of the Crisis Communication Team, and make decisions on school delays and closures as necessary.

Strategic Planning

1. Providing financial leadership to the Seminary’s strategic planning process by ensuring financial plans align with the Seminary’s strategic goals.
2. Identifying financial risks and opportunities
3. Communicating financial implications of strategic decisions to key stakeholders.

Food Service

1. Negotiate the food service contract and monitor the operations and budget, in conjunction with the on-site food service provider.
2. Working with the Associate Dean of Students to assess the vendor relationship in terms of financial performance and student formation objectives.

Human Resources

1. Work with HR Director to assess effectiveness of employee benefit plans and recommend changes to increased efficiency, cost effectiveness, and/or improvement of services.

2. Backup the HR Director when the director is out of the office and be a sounding board and advisor on a variety of HR issues such as benefits, employee relations, performance evaluation, and policy interpretations.
3. Advise on the 403b provider, submit contributions monthly and ensure compliance with federal government rules and regulations.

FUNCTIONAL REPORTING AREAS

Business Office, Information Technology, Facilities, and Food Services. There is a dotted line reporting relationship with Human Resources, whose direct reporting relationship is the President.

SKILLS

Accounting, financial analysis, contract negotiation, verbal and written communication, management of salary/hourly personnel, and project planning and management, ability to relate to and work closely with diverse constituencies.

QUALIFICATIONS

Master's degree in business administration, accounting, or finance with a minimum of 10 years' experience in business management, preferably in an education or non-profit environment. CPA licensure a plus.

WORK ENVIRONMENT

Business hours are 8:30 am -4:30pm, but occasionally requiring evening or weekend work according to unit needs. In office three days per week (Tuesday-Thursday); remote work two days (Mondays and Fridays).

EQUAL EMPLOYMENT OPPORTUNITY

The Seminary affirms the commitment of the Presbyterian Church (USA) to be a diverse workplace and equal opportunity. It also complies with all applicable federal, state and local laws and executive orders relating to equal opportunity in employment.

TO APPLY

Interested candidates should provide a cover letter, a complete resume, names and contact information (phone and e- mail) for four references. Application materials should be submitted to careers@pts.edu by July 15, 2025. This position is anticipated to begin on September 1, 2025. Pittsburgh Theological Seminary will conduct a background check on all final candidates.