PITTSBURGH THEOLOGICAL SEMINARY
Vice President for Finance and Administration

Job Description

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’s Finance, Audit, and Property Committees, and is the assistant secretary/treasurer of the Board.

The VPFA manages all activities designated as business office responsibilities including physical plant and grounds, risk management and insurance, employee compensation and personnel policies, facilities rentals, and city, state, and federal government compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Finance and Budget

1. Coordinate the preparation of each fiscal year’s operating and capital budgets for the review of the President and the Finance and Property Committees of the Board.
2. Administer operating and capital spending relative to the approved budgets, and prepare periodic reports for the President and Board.
3. 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 Board of Directors.
4. 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 by working with the Finance Committee and investment consulting firm that aids in the establishment of the endowment fund objectives and implementation of the endowment fund investment plan.

Human Resources

1. Provide leadership for the newly-formed Human Resources office, currently to be staffed by a part-time HR Manager. The HR Manager will provide guidance to employees on a variety of HR issues such as benefits, employee relations, performance evaluation, and policy interpretations.
2. Assess effectiveness of employee benefit plans and recommend changes for increased efficiency, cost effectiveness, and improvement of services.
Physical Plant
1. Serve on the library planning committee and coordinate architects, project managers, engineers, and contractors for complete renovation of the Barbour Library, under the direction of the Property Committee.
2. Oversee the management of the Seminary’s campus, including the operations, repairs and maintenance of existing buildings, real estate matters, and new capital projects.
3. 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.

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 insure 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 insure 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.

Food Service
1. Negotiate the food service contract and monitor the operations and budget, in conjunction with the on-site food service manager.

FUNCTIONAL REPORTING AREAS:
Business Office, Information Technology, Facilities, Food Services, Human Resources

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.

TO APPLY:
Please send your cover letter, résumé, and names and contact information of four professional references to CFOsearch15@pts.edu by Dec. 15, 2015.