INSTITUTIONAL OVERVIEW:

Pittsburgh Theological Seminary is a graduate school affiliated with the Presbyterian Church (USA) having roots dating back to 1794. Additional information about the Seminary can be read online at www.pts.edu.

POSITION SUMMARY:

As the Seminary’s chief financial officer, the Vice President for Finance and Administration 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 and applicable laws and regulations. The Vice President for Finance and Administration reports to the President and is a key member of the President’s Administrative Cabinet. The Vice President is responsible for overseeing the Seminary’s financial planning and budgeting, and renders financial reports and analysis to the President and Board of Directors on a regular basis. As a permanent member of the Strategic Planning Advisory Council, the Vice President provides financial leadership to the Seminary’s strategic planning process. With the Board of Directors’ Finance Committee, the Vice President works closely with the investment firm hired to manage the Seminary’s endowment. The Vice President manages the Seminary’s business relationships with various contractors and vendors and is the primary senior administrative liaison to the Board’s Finance, Audit, and Property committees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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 of Directors, and presentation to the Board for its approval.

2. Administer operating and capital spending relative to the approved budgets, and prepare periodic reports as requested by the President or by the Finance or Property Committees.

3. Administer all financial books and records with appropriate accounting control systems, and prepare annual financial statements in accordance with “Generally Accepted Accounting Principles” to be reviewed by the Audit and Finance Committees, for audit by an independent firm of certified public accountants and presentation to the Board of Directors for approval.

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 of Directors. This includes working closely with the Finance Committee and with the investment consulting firm (acting as Chief Investment Officer) engaged to aid in the establishment of the Endowment Fund objectives and the preparation of the Endowment Fund investment plan.

5. Assist the President in providing direction and management with the planning and implementation of human resources at the Seminary.

6. Oversee the management of the Seminary’s campus, including the operations, repairs and maintenance of existing buildings, real estate matters, and new capital projects, and provide regular reporting to the President and the Property Committee.
7. Assist in the administration of financial aid programs.

8. Supervise the Seminary's computer information systems and other communication services.

9. Supervise arrangements with vendors and contractors, including food and beverage services, and laundry services.

FUNCTIONAL REPORTING AREAS:

Business Office, Computer Services, Facilities, Food Services, Human Resources

QUALIFICATIONS:
The ideal candidate will be an experienced financial executive with a record of managing diverse operations, preferably in higher education. He/she will possess an advanced degree in finance, accounting, business administration or a related field with 10 or more years of progressively responsible experience. Strong strategic planning abilities and executive problem-solving skills are required, as are excellent interpersonal and communications skills. The candidate will have a consultative style and be able to work collaboratively with faculty, staff and students. He/she will have an appreciation for the Seminary's mission and vision and have a Christian commitment compatible with Pittsburgh Theological Seminary.

GENERAL EXPECTATIONS:
As expected of all employees of the Seminary, the Vice President for Finance and Administration will abide by the current laws and organizational policies and procedures designed and implemented to promote a caring and ecumenical community which is free of harassment and other forms of illegal discriminatory behavior in the work place.

APPLICATION INFORMATION
The search committee will begin to review applications June 6 and will continue until the position is filled. Letter of intent, résumé, names and contact information of at least three references should be submitted to Mrs. Lee Bognar, Secretary to the Vice President for Finance and Administration, Pittsburgh Theological Seminary, 616 N. Highland Avenue, Pittsburgh, PA 15206 or by email to Bognar@pts.edu.