



INTERNATIONAL THEOLOGICAL SEMINARY

540 East Vine Avenue, West Covina, CA 91790 USA | Tel 626.653.9547 | www.itsla.edu

Job Description for the Vice President for Operations and Finance

The Vice President for Operations and Finances oversees the Seminary financial services and operations related to physical property operations and maintenance, other auxiliary services. He or she is the Chief Operating Officer (COO) of the Seminary.

RESPONSIBILITIES

- a. Assist the President in promoting and advancing the cause, the purpose and the mission of the Seminary.
- b. Oversee and provide necessary guidance and assistance to administrative staff for the smooth operation of the seminary.
- c. Provide leadership and oversight in the areas of budgeting, financial accounting and reporting, purchasing, and payroll.
- d. Provide leadership and oversight for the Seminary's campus operation and maintenance.
- e. Assist the President with budget forecasting and financial analyses.
- f. Ensure that necessary policies in the Operation Manual are written or updated annually.
- g. Assist the President with Board of Trustees development and information.
- h. Submit an annual status report on the financial state of the Seminary to the President.
- i. Serve in any other capacity as deemed necessary by the President.
- j. HR, including processing payroll monthly and compliance with government mandates
- k. Office management and operation, which require ongoing in person presence in the office.
- l. Populi student account financial assessment, scholarship/grant/financial aid disbursement.
- m. Property management, especially dormitory management and maintenance.
- n. Liaison to the Presbytery of San Gabriel for campus management purposes.
- o. Liaison to work on the institution tax filing, tax audit, and agency reports.

p. Account receivable to ensure all the seminary income categorized and information shared with the advancement office.

q. Account payable to ensure bills paid on time, including some campus bills under Presbytery of San Gabriel.

- Work hours: 30-40 hours
- Report to the President

Qualifications

- Bachelor's degree in Accounting/Finance, Master's degree preferred
- Certified Public Accountant (CPA) preferred
- At least 10 years of experience of progressive accounting and finance experience including 5 years of management experience
- Experience with higher education institutions
- Superior management skills; ability to influence and engage others
- Proven track record of success driving processes and facilitating progressive organizational change
- Excellent interpersonal and communication skills
- Knowledge of Generally Accepted Accounting Principles & Cost Accounting Standards
- Advanced working knowledge of large ERP systems
- Stable job record
- Honest, ethical and operates in a confidential manner

If you are interested in applying for this position, please contact Ei Meren Gusto at eimerenacierto@itsla.edu. Please include a resume and a cover letter explaining how your experience qualifies you for the position. Thank you.