

POSITION DESCRIPTION

INTERNATIONAL THEOLOGICAL SEMINARY

CHIEF FINANCIAL OFFICER

Assist the President in promoting and advancing the cause, the purpose and the mission of the Seminary.

Provide leadership and oversight in the areas of budgeting, financial accounting and reporting, purchasing, and payroll.

Assist the President with budget forecasting and financial analyses.

Ensure that necessary financial policies in the Operation Manual are written or updated annually.

Submit an annual status report on the financial state of the Seminary to the President and the board of trustees.

HR, including processing payroll monthly and compliance with government mandates

Oversight of the seminary bookkeeper, in the provision of the fiscal matters,

Oversee "Populi" student account financial assessment, scholarship/grant/financial aid .

Explore the possibility of outsourcing fiscal management as a part of the "Pathways" project.

Serve in any other capacity as deemed necessary by the President

- Work hours: 20-25 hours per week
- Salary range: \$2,000-\$2500 per month
- Report to the President

Qualifications:

- Bachelor's degree in Accounting/Finance,
- At least 5 years of experience of accounting and finance experience including management experience
- Experience with higher education or similar institutions
- Superior management skills; ability to influence and engage others
- Proven track record in facilitating organizational change
- Excellent interpersonal and communication skills
- 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.