

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.

Work Hours: 30-40 hours per week

Salary: \$40,000-\$50,000

Reports to the President

RESPONSIBILITIES

- Assist the President in promoting and advancing the cause, the purpose and the mission of the Seminary.
- Oversee and provide necessary guidance and assistance to administrative staff for the smooth operation 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 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 listed above.
- Office management and operation, which require ongoing in person presence in the office.
- Provide leadership and oversight for the Seminary's campus and dormitory operation and maintenance
- Oversee "Populi" student account financial assessment, scholarship/grant/financial aid disbursement.
- Liaison to the Presbytery of San Gabriel for campus management purposes.
- Serve in any other capacity as deemed necessary by the President

Qualifications

- Bachelor's degree in Accounting/Finance, Master's degree preferred
- At least 5 years of experience of progressive accounting and finance experience including management experience

- Experience with higher education institutions
- Superior management skills; ability to influence and engage others
- Proven track record in 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 jobs@itsla.edu and include a resume and a cover letter explaining how your experience qualifies you for the position. Thank you.