

POINT LOMA NAZARENE UNIVERSITY

JOB DESCRIPTION

VICE PRESIDENT FOR FINANCE & ADMINISTRATIVE SERVICES

Responsibilities:

- Coordinate with the Cabinet the preparation of annual operating and capital budgets to insure effective resource utilization for the university and present those budgets to the university's Board of Trustees.
- Monitor actual revenues and expenditures for the budget, prepare updated management forecasts for budget monitoring, and present revised forecasts to the Board of Trustee's meetings and other times as needed.
- Ensure the timely and accurate preparation of the university's and foundation's annual financial statements and have direct oversight of the related external audit.
- Ensure the university is in compliance with applicable government regulations, accounting, and auditing standards.
- Ensure compliance with all bond or debt covenants and other requirements related to the university's long-term debt.
- Serve as a contributing member of the PLNU Administrative Cabinet with respect to financing, policy making, long term planning, and overall mission achievement at the university.
- Serve on the university's Strategic Planning Committee and other committees as assigned.
- Advise the university President, Administrative Cabinet, and others in matters of university policy in general and financial issues.
- Provide management oversight of the human resources, technology, accounting, student financial services, physical plant, and auxiliary services functions at PLNU, in order to ensure excellence in services to constituents.
- Resource and serve as a member of the university's Foundation Board; provide oversight to investment of university's endowment and annuity/trust funds.
- Manage the university's short term working capital.
- Manage the risk management program for the university.
- Serve as a staff resource person to the Board of Trustees and its Committee for Financial Affairs.

- Ensure that the university's system of internal controls is adequate, is documented, and is operating effectively.
- Initiate or assist in the evaluation and implementation of new revenue and cost-saving initiatives.
- Manage PLNU's faculty housing assistance programs and related assets.
- Negotiate and administer leases of facilities PLNU uses for its educational programs.
- Review and approve discounted tuition rates for cohorts in selected graduate programs.
- Special projects as directed by the President.

Qualifications:

- Must have a record of achievement in senior financial management, preferably in higher education. A master's degree in finance, accounting, or business is preferred.
- Must demonstrate expertise in strategic planning, budgeting, and forecasting.
- Must understand and comply with internal control objectives and policies of the institution
- Must possess sound technical skills, analytical ability, good judgment, and strong operational focus.
- Must be well-organized, self-directed, and articulate, with the demonstrated ability to build positive relationships and work well with all levels of people, both inside and outside the university.
- Must have the ability to develop and affirm staff in the VP's organization.
- Must be a committed follower of Jesus Christ, regarded as a person who follows biblical principles both personally and professionally, and whose spiritual views and lifestyle are in harmony with the Church of the Nazarene.