



Job Description Vice President for Finance

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, three references, and your salary requirements. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified and continue until the job is filled.
- The job starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION'S TITLE: Vice President for Finance; Serves as the Chief Finance Officer

POSITION'S OPERATING GROUP: Finance and Operations

OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES: The purpose of the Finance and Operations group is to provide and manage the financial and supporting operational services of the university. Major responsibilities include: 1) recording all financial transactions in an accurate and timely manner, 2) producing the university's financial statements and reports in an accurate and timely manner, 3) providing financial budgeting, analysis, and compliance reports and services, 4) managing university assets, liability, and equity accounts, 5) effectively managing the human resources of KWU to optimize productivity, profitability and employee satisfaction, and 6) managing supporting services to include Auxiliary Operations, and Facilities/Plant Operations.

POSITION'S DEPARTMENT: Business Office

POSITION'S DIRECT SUPERVISOR: Executive Vice President for Advancement and University Operations

DATE POSITION LAST REVIEWED OR ANALYZED: October 2022

POSITION'S EMPLOYMENT STATUS: Full-Time, Staff, Exempt (administrative), At-Will

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Salary to be determined at hiring based on the applicant's qualifications and experience. Please submit your desired salary with your application and supporting documents. Benefits are available for full-time employees.

POSITION INFORMATION

POSITION SUMMARY: The Vice President for Finance reports to the Executive Vice President for Advancement and University Operations and provides leadership for Business and Finance and related support services of the university, including Finance/Budgeting, Human Resources/Payroll/Benefits, Bookstore/Mail, Physical Plant, Building and Grounds, Security, Food Service, and Information Systems. The Vice President provides sound, creative financial direction for the university, based on established institutional values and strategic planning priorities, while serving as a steward of the institution's human, financial and physical assets. The Vice President works collaboratively with the President, other vice presidents, faculty, staff, students, and external stakeholders to achieve the university's mission.

POSITION WORKS WITH: The Financial/Operations group consists of 25-35 employees. This position works with other university administrators, staff, outside regulatory agencies, financial advisors, and other similar university stakeholders. The VP for Finance works with the KWU Foundation's Administrator to manage the operations for the foundation's endowment accounts.

POSITION'S STAFF AUTHORITY: The VP for Finance directly supervises the following staff employees:

- Controller
- Director of Financial Aid
- Director of Human Resources

POSITION'S BUDGET AUTHORITY: The Business Office's annual operating budget.

POSITION'S PHYSICAL WORKING CONDITIONS: 90% office environment and 10% campus environment. Position requires standing, sitting, stooping, lifting, filing, keyboarding/typing, speaking, seeing, hearing, walking and other similar motions and activities.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT/APPLICATIONS: University Jenzabar/CX information systems, personal computer, Microsoft Office suite.

POSITION'S WORK SCHEDULE: Monday through Friday 8 a.m. to 5 p.m. schedule with additional hours as required by university and group needs. A normal work week will range between 40 and 50 hours, with occasional weeks consisting of 55 hours. KWU summer hours are 7:30 a.m. to 5:30 p.m. and off on Fridays.

POSITION'S TRAVEL REQUIREMENTS: Minimal; usually related to off-campus financial meetings, training, and personal development activities.

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES:

1. **Financial Reporting, Auditing, and Compliance (60%):** Oversees the accurate and timely reporting of the overall financial transactions of the university within the requirements of GAAP and other financial regulatory bodies, in order to communicate an accurate and complete understanding of the university's past, present, and future financial condition to university decision-makers and interested outside agencies (lenders, federal regulators, etc.).
 - A. Prepare timely and accurate analyses, summaries, and reports of financial data on the operating progress of the university.
 - B. Create a reliable cash flow projection process and reporting structure that includes a minimum cash threshold to meet operational needs.
 - C. Routinely review revenue cycle metrics to identify and address issues affecting overall performance proactively.
 - D. Conduct internal audits of accounts and processes; provide external auditors with the assistance required for a timely, accurate and successful audit of the university's financial records and processes.
 - E. Manage the university's financial compliance with local and federal regulatory matters.
2. **Budget Planning (20%):**
 - A. Supervise the department/office budget requests and with the President and CEO, approve and set the budget requirements.
 - B. Execute accurate and timely preparation and presentation of the university's financial statements, both for external and for internal management; including but not limited to Board of Trustees, KWU Foundation Board, auditors, bank managers, President's Council, and the Institutional Direction Committee.
 - C. Partner with senior leaders to ensure the university hits revenue targets.
 - D. As a President's Council representative, staff the Board's Committee on Finance and Operations; working closely with the Board's Treasurer to ensure financials and other related reports are current and submitted to the committee and full Board as determined by the Board's schedule.

3. Business Operations (10% of time)

- A. Develop annual goals for the Business Office operations, and an annual action plan to reach those goals in support of the university's mission and strategic plan.
- B. Develop and implement effective and efficient business and finance policies and procedures.
- C. Manage and maintain all insurance policies and programs for the university.
- D. Oversee the development, implementation and maintenance of the financial accounting system, monthly and annual financial reports, and the annual audit.
- E. Oversee the management of campus facilities, grounds, campus security, inventory control, food service, human resources, mail services, bookstore, and Information Systems.
- F. Complete required local, state, and national reporting related to financials and debt obligations.
- G. Complete required postings, filings, and reporting for the college's tax levy with all counties.

4. Other Duties (10%):

- A. Serve as an ex-officio member of the KWU Foundation Board.
- B. Serve on other university committees as appointed by the president of the university.
- C. Represent the university at professional meetings and other special or public events as requested by the president of the university.
- D. Maintain effective and efficient relationships with the President, senior staff, and the university community as a whole.
- E. Work with the Jenzabar project manager to ensure the work timeline is frequently reviewed and adjusted as needed, communicated to all key staff involved, and executed in a timely manner.
- F. **PERFORM OTHER APPROPRIATE AND REASONABLY REQUIRED DUTIES AS ASSIGNED BY THE JOB'S SUPERVISOR.**

POSITION'S PERFORMANCE MEASURES AND STANDARDS: Specific performance measures and standards (goals) for each performance measure will be set in consultation with the position holder and their direct supervisor.

- Successful progress or completion of outcomes from annual job performance by supervisor.
- Successful completion of special assigned tasks by supervisor during the year.
- Continuous feedback as needed.
- Twice monthly one-on one meeting with supervisor.
- Annual formal performance review with supervisor.

POSITION QUALIFICATIONS

EDUCATION:

- Bachelor's degree in accounting, finance, or related field (master's preferred)
- At least 5 years' experience in accounting, preferred in higher education finance leadership
- Preferred CPA or CMA

CERTIFICATIONS AND LICENSES:

- Minimum Required: None
- Preferred: None

WORK EXPERIENCE:

- Minimum Required: Five or more years in financial administration with at least three years supervisory experience.
- Preferred: Seven years of experience in private education in a financial administrative role.

KNOWLEDGE, SKILLS, ABILITIES, AND ATTITUDES – KSAA:

- Demonstrable alignment with the mission and vision of KWU.
- Proven work experience as a VP of Finance or similar role.
- In-depth knowledge of financial benchmarking, accounting, audit and tax compliance and other regulatory matters.
- Adept in fiscal management principles and processes, including resource management and needs assessment.
- Partner with Executive VP for Advancement and University Operations to establish and track revenue goals.
- Possesses critical knowledge of federal and multiple state tax laws as well as basic accounting issues.
- Excellent leadership and management skills as demonstrated through prior, relevant work experience.
- Knowledge of and expertise with the principles, practices, and techniques of non-profit and/or college financial systems.
- Knowledge of investment and treasury practices.
- Knowledge of bond capital financing.
- Knowledge and understanding of construction, facilities management, and campus security.
- Knowledge of store business operations.
- Knowledge of current trends and requirements for an organization’s cyber security
- Excellent critical thinking and communication skills.
- Team-oriented individual with ability to work effectively with the President and the senior leadership.
- Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
- Highly skilled in math, accounting, and financial processes, with strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Detail oriented and highly organized; skilled in time management and the ability to prioritize tasks.
- Displays a positive attitude and is professional in all situations.
- Intermediate IT skills, including web conferencing.

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.