



JOB DESCRIPTION

TITLE: Vice President of Administration/CFO

COLLEGE/SCHOOL/DEPT: Business Office

REPORTS TO: President

FLSA: Exempt

SALARY: \$125,000 TO \$139,050

POSITION SUMMARY:

The Vice President for Administration/CFO is the principal officer responsible for finance and administration. The VPA is also responsible for planning, organizing, leading, and coordinating financial activities in furtherance and support of the mission to the University community. The VPA serves as a bridge between the technical work of the Business Office and the remainder of the University community. He or she is proactive in the development and implementation of policies, strategies, budgets, processes and procedures, and in the analysis and improvement of the financial status of the University. This position provides strategic and day-to-day management of finance functions. The VPA must have excellent oral and written communication skills with both individuals and teams as well as skills in positive and effective problem-solving. Ongoing duties include oversight of short-term cash, real estate, gift and other revenue processing, expenditure processing, financial reporting, regulatory filings, internal auditing, and risk management. The VPA must ensure that the University operates in conformity with State and Federal laws and regulations and with internal policies. The VPA is also responsible for the annual financial and compliance audit of the University. Experience and knowledge of higher education, with understanding of some of the technical aspects of student tuition and financial aid, grants accounting/management, gift accounting, and an understanding of the unique economic model in which a college/university operates. In keeping with the mission and character of Heritage, the VPA works on a model of servant leadership.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services; learns and uses operating practices of the department and Heritage University.
2. Serves as the principal advisor to the University President and the Board of Directors on matters related to finance.
3. Serves as a member of the Executive Team. Regularly assists the President with administrative matters of his office as assigned.
4. Provides leadership to the Business Office for the accurate recording and reporting of all fiscal operations of the institution.
5. Provides direct staff support to the Finance Committee of the Board of Directors. Presents financial posture of the University to the Board of Directors monthly.
6. Develops policy and procedures on all matters relating to functional areas of responsibility. Presents proposals for new policies, or for substantial changes of existing policies, to the President and the Board of Directors for discussion and approval.
7. Plans and oversees the work of subordinate functions so that finance responsibilities are met.
8. Manages the Finance division to consistently deliver quality service.
9. Oversees the application of objectives, standards, and procedures of the University to daily financial matters. Develops and maintains the University's annual fiscal budget.
10. Applies management and financial theories and principles to financial decisions. Establishes systems to maintain compliance with the University's administrative policies. Interprets and communicates policy.
11. Reviews and approves all contracts and agreements when necessary and coordinates review by legal counsel as warranted.
12. Takes responsibility for the University's debt planning and management.
13. Represents the University externally on general and specific financial matters through effective written and verbal communication.
14. Strives to communicate and promote the work of the University. Effectively develops and utilizes relationships with, for example, accountants, bankers, and business leaders.

15. Serves as liaison with senior members of the University academic and administrative staff on financial matters.
16. Has administrative oversight responsibility for the Facilities, Cafeteria, as well as other key responsibilities as assigned by the President.
17. Upholds the Heritage University Mission Statement.
18. Handles confidential information with tact and discretion and in compliance with FERPA regulations.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of: University and department policies and procedures; principles and practices of organization and administration; principles of supervision, training, and performance evaluation; legal aspects of higher education, contract and business law.

Skills in: Short- and long-range financial planning; problem analysis and resolution; report preparation and presentation; oral and written communication; change management, operational finance, risk management, budgeting and forecasting.

Ability to: Direct, evaluate, train, and supervise the work of assigned personnel; develop and maintain effective working relationships; maintain accurate and orderly records; use independent judgment and initiative; organize and direct activities; analyze and evaluate information; develop a student-centered culture.

Qualifications: Preferably a Master of Business Administration (MBA) or equivalent master's degree; Four to ten years related experience or equivalent combination of education and experience.

- Although a degree in accounting or a CPA designation is not required, an extensive understanding of accounting processes and a thorough understanding of the development and interpretation of financial statements.
- A background in financial management within Higher Education is strongly preferred.
- Demonstrated abilities in team building, personnel motivation, and leadership.
- A desire to reside within the Yakima Valley and build a strong career within Heritage University and commit to the long-term success of the institution.

BENEFIT PACKAGE (benefit eligible is at least .75 FTE):

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Paid Time Off
- 18 Paid Holidays
- Matching 403(k) Contribution after a year of service.
- Tuition Waiver Program
- Additional plans are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application Link: www.heritage.edu

Review of applications will begin immediately and will continue until the position is filled. Position is subject to funding.

Qualified candidates may submit application material to: HumanResources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.