Vice President for Business and Finance / Chief Financial Officer

Department: Executive Leadership
Reports To: President
Classification: Full-Time, Exempt

Position Summary

The Vice President for Business and Finance / Chief Financial Officer provides executive leadership and oversight for the financial and business operations of the College. As a member of the Executive Team, this position collaborates with campus leadership to support the mission and strategic direction of the institution through sound financial management, operational effectiveness, and organizational stewardship.

General Duties

- Provide strategic leadership for the financial and business affairs of the College.
- Develop and manage institutional operating and capital budgets.
- Prepare financial reports, projections, and analyses to support informed decision-making.
- Oversee accounting operations, cash management, investments, audits, contracts, and financial controls.
- Serve as the chief financial advisor to the President and Board Finance Committee.
- Provide leadership in developing sustainable financial and operational models for the institution.
- Oversee human resources operations, employee benefits, and personnel policies.
- Supervise auxiliary enterprises, support services, and business operations across campus.
- Oversee risk management, insurance coverage, and legal and regulatory compliance matters.
- Maintain and update institutional business policies and operational procedures.
- Coordinate with outside legal counsel and protect institutional legal and business records.
- Support donor relations efforts in partnership with institutional leadership and advancement staff.
- Represent the College in financial, business, and professional organizations.
- Contribute to the achievement of institutional goals while supporting the mission, vision, and values of the College.

Desired Requirements

- Bachelor's degree required; Master's degree and/or CPA preferred.
- Demonstrated executive-level leadership experience, preferably in higher education or nonprofit organizations.
- Strong background in financial management, budgeting, forecasting, and business operations.
- Experience with nonprofit accounting principles and financial compliance.
- Exceptional organizational, communication, and interpersonal skills.
- Proven ability to lead teams and manage complex operations effectively.
- Ability to analyze data and develop systems that support institutional decision-making.
- Demonstrates integrity, professionalism, and strong ethical leadership.
- Has a demonstrable faith in Jesus Christ and supports the mission and values of the College.
- Ability to collaborate effectively with leadership, faculty, staff, students, and external partners.