



Announcement for Full-Time Administrative Position: Vice President for Finance

Position Description:

The Vice President for Finance (VPF) serves as the Chief Financial Officer of the university. The VPF is responsible for developing, implementing, and maintaining a comprehensive financial plan in support of Mid-Atlantic's strategic direction and mission. In addition, the VPF serves as Chief Facilities Officer and provides leadership for resource allocation, design, utilization, and maintenance for all campus facilities.

The VPF reports to the President and serves on the Leadership Team of the university.

Qualifications:

A committed Christian with a heart for ministry and a desire to serve God through leading a team in providing financial services and facilities management in support of the mission of a Christian university. Active membership in a congregation of the independent Churches of Christ/Christian Churches. A Master's Degree in Business Administration (MBA) or other related advanced degree is required; a Certified Public Accountant (CPA) is preferred. A minimum of seven years of financial management experience in higher education or a related area; or an equivalent combination of education and experience sufficient to successfully perform the duties of the position is required. Must possess the interpersonal and communication skills to serve as a strong and articulate advocate for the ministry of the university and its many programs. Excellent leadership and management skills are essential. Building teams, conducting strategic planning, creating a positive ministry environment, and empowering others are vital. In addition, proficiency in the use of computers including business software programs such as Microsoft Office (Excel, Word, Power Point), Blackbaud Financial Edge, and CampusAnywhere is essential to the position.

Responsibilities:

The VPF's primary responsibility is to lead members of the Finance Team (i.e., Assistant VPF, receptionist, facilities maintenance, food services, and housekeeping staff) in fulfilling their responsibilities in support of the university mission.

Provide the financial guidance that supports Mid-Atlantic's overall mission, strategic direction, and goals.

Oversee the following activities and functions: accounting, disbursements, purchasing and contract management, payroll, benefits administration, personnel records, cash management and investments receivables, debt management and capital planning; implementing and overseeing fiscal policies and the internal control structure of the university; developing and executing the university-wide short- and long-term strategic budgeting and financial planning efforts; overseeing the internal and external audit functions in conjunction with the contracted auditors; managing institutional risk, policy development and regulatory compliance; serving as the university administration (i.e., Leadership Team) liaison with the Finance Committee of the Board of Trustees, negotiating financing for institutional operations and capital projects in concert with appropriate administrators; ensuring compliance with Mid-Atlantic, state, and federal regulations; maintaining effective financial accounting systems; oversee all campus facilities, food services, telecommunications and information technology systems, coordinate the ongoing development of the Facilities Master Plan; review and execute contracts; provide leadership and direction on critical projects affecting the university; and serve on the Mid-Atlantic Foundation Board.

- *Position Open: Vice President for Finance, March 2019*

The ability to interact and communicate with a diverse constituency including faculty, staff, administrators, students, alumni, church leaders, key supporters, major donors, business executives, and other friends of the university is vital to the position. In addition, the VPF must be self-motivated and have the ability to carry out a variety of administrative and leadership objectives.

Take a leadership role in communicating the mission, vision, recruitment, and funding needs of Mid-Atlantic with all constituents. Assist with promoting and teaching biblical stewardship principles.

Promote, encourage, and challenge prospective students to apply/attend Mid-Atlantic.

Lead in developing and executing Mid-Atlantic's short- and long-term strategic and financial planning efforts.

Provide administrative and support services to the university, direct the development of the budget, allocate fiscal resources, and manage the elements of fiscal accountability.

Hold monthly reviews of budget vs. actual with senior administrators (i.e., Leadership Team) and others as appropriate.

Make presentations to the Board of Trustees regarding all financial matters, as directed by the President.

Oversee the university treasury functions, including cash management, asset accounting and preparation of financial statements, and Mid-Atlantic personnel and benefits policies.

Adhere to all Mid-Atlantic institutional and finance policies and procedures, particularly as they relate to confidentiality of constituent data and student records.

The VPF will be responsible for any and all other duties assigned by the President.

Application Process:

Send (1) a letter of application, (2) resume', (3) reference list, (4) salary expectations, and (5) statement of faith. All materials may be sent to President John W. Maurice, Jr., Mid-Atlantic Christian University, 715 N. Poindexter Street, Elizabeth City, NC 27909. Materials may also be sent via email: president@macuniversity.edu.

Applications without each of the five aforementioned components will not be reviewed. The application process remains open until the position is filled. To learn more about Mid-Atlantic Christian University, visit the web site at www.macuniversity.edu.

Compensation, Benefits, and Travel/Expenses:

The compensation package includes salary, benefits (paid vacation and holidays, sick and personal leave, medical and life insurance, matching pension/retirement fund, staff/faculty and dependent scholarships, discounts in the cafeteria), and the use of a Mid-Atlantic vehicle or mileage reimbursement for work-related travel. The university will issue a credit card for other expenses. Cellular phone service will be provided. In addition, a PC or Laptop computer will be provided.

Mid-Atlantic Christian University, a private, faith based, four year university, is committed to equality of educational opportunity and will not discriminate against applicants, students, or employees on the basis of race, color, national or ethnic origin, gender, age, disability, or prior military service. Federal guidelines (Sections 702-703 of Title VII of the 1964 Civil Rights Act) clearly recognize the right of church related institutions to seek personnel who will support the goals of the institution. Being a student or employee at Mid-Atlantic Christian University requires a commitment and lifestyle consistent with the institution's mission and values.

Mid-Atlantic Christian University is accredited by:

The Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award certificates, associate and baccalaureate degrees.

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