Position: Vice President, Finance and Administration

Location: Montreat, NC

Summary: The Vice President, Finance and Administration, provides stewardship over the use of college resources, advice to the President, Board and President's cabinet on financial issues, and is responsible for delivering support services to enhance the education and mission of the college. The Vice President reports directly to the President, is a member of the President's Cabinet, and as such assumes an active and collaborative role in strategic planning, policy development, forecasting, and resource analysis for the college. The successful candidate will have a strong commitment to providing a Christ centered learning environment and adhere to the mission of the college.

Functional Oversight and Management:
Provides management and leadership of Financial Services, Purchasing, Human Resources, Book Store, Information Technology, Facilities, Dining Services, and other departments reporting to this position and the staff assigned to these functions.

Essential Duties & Responsibilities:
- Leadership and Management of Policies, Systems, Administration and Reporting
- Directs the development of financial policies and standards that provide support for the mission of Montreat College
- Ensures that the financial systems throughout the College meet the highest standards for providing financial information in a manner that allows strategic financial analysis and decision making about the best use of the college's financial resources
- Directs the preparation and delivery of financial reporting to the President, Board and Regulatory entities
- Provides financial oversight and administration services to the campuses and other entities
- Directs the management of the College's debt portfolio including working with the President Board on debt policy and debt capacity
- Oversees the monitoring of the financial well-being of the College

Budget Responsibilities:
- Directs development, recommendation, and implementation of the College's annual operating budgets
- Directs development, recommendation and implementation of the annual College capital budget
- Supervises planning and monitoring of annual departmental operating budget
Directs implementation of applicable policies and controls in the allocation of funds to campuses and oversees communication with all appropriate constituencies.

External and Internal Liaison and Advisor:
- Advises the Board and President on all aspects of financial management including economic trends, consequences of financial compliance and regulatory changes, and internal resource management
- Coordinates with all involved constituent groups all capital needs and resources, and for recommending principles and priorities for the capital activities, including the development of the College’s capital budget and the development of five-year capital plans
- Reviews the College’s campus Foundations’ financial and audit reports for inclusion in the College’s consolidated financial statement
- Acts as the College’s senior financial representative with external professional financial groups.
- Works with College Affairs to represent the College with external groups including legislators, local communities, the media and Montreat alumni and donors
- Guides and assists the campuses and other entities in establishing and managing budgets and allocating resources.
- Serves as the senior source of advice, counsel, and support in all areas of financial operations for the College

Special Programs/Initiatives Leadership:
- Analyzes the College's financial operations to identify opportunities and areas that require change, and serve as a leader for appropriate change initiatives
- Leads Risk Management and liaisons with legal counsel and insurance
- Coordinates Facilities and Dining Services in partnership with Aramark Corp

Experience:
Minimum Qualifications: 10 years of experience in financial management, ideally in a higher education environment. Master’s degree or equivalent experience in a related field; progressively responsible experience in senior level finance and administrative management positions in complex organizations; excellent record of management in financial administration; experience managing organizational change; high ethical standards; effective interpersonal, organizational, analytical and communication skills; the ability to work cooperatively with faculty, staff, students and the external public with a leadership style that encourages teamwork.

Preferred Qualifications:
Masters or higher degree; Certified Public Account (CPA), Certified Government Financial Manager (CGFM), or Certified Managerial Accountant (CMA) certification

Compensation:
Commensurate with qualifications and experience; competitive benefits package

Other Duties:
Perform other duties as assigned.

**Application:**
Candidates should submit a resume with cover letter, personal faith statement, and three professional letters of recommendation to:

Patti Guffey  
Controller  
Montreat College  
P.O. Box 1267  
Montreat, NC 28757

Or email to  
pguffey@montreat.edu

**About Montreat College:**
Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.