

# STERLING COLLEGE

## Job Description Vice President of Finance

**Reports to:** President

**Classification:** Full-time, exempt

**Description:** The Vice President of Finance develops financial well-being of the college by providing financial projections and accounting services; preparing growth plans and directing staff. The Vice President of Finance is a senior leader of the College, working beside vice presidents for Academics, Enrollment, Student Life, Athletics and Advancement. The Vice President of Finance leads the Accounts Receivable, Accounts Payable and the HR departments.

### **Qualifications:**

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.

- Demonstrated interpersonal skills related to working with diverse students, faculty and staff.
- Experience working with an integrated information system.
- Detail oriented with ability to work accurately, as well as prioritize responsibilities.
- Excellent organizational skill necessary.
- Solid computer skills – including the ability to learn and apply skills to new software programs.

### **Responsibilities:**

- Financial planning and strategy, managing profitability.
- Strategic planning, vision, quality management.
- Manage the capital requests and budgeting process.
- Prepares board reports.
- Auditing.
- Overseas risk management.
- Oversees Endowment and Investments
- Develop relationships with banks
- Contract Management
- IT Management
- KICA responsibilities – Employee Benefits Advisory Committee
- Any other duties assigned by the President

### **Essential Job Functions:**

- Must be able to push, pull, and lift a minimum of 25 pounds.
- Must be able walk up and down stairs.
- Be able to coordinate movement of the fingers and hands as well as have the adequate dexterity and strength to complete tasks.
- Be able to use upper extremities to frequently press against something with steady force in order to thrust forward, downward or upward.
- Frequently bend body downward and forward by bending spine at the waist.
- Be able to stand and move about regularly.
- Be able to sit for long periods of time.

**Education/Experience:**

- Bachelor's degree required.
- Degree in Business, Finance or Accounting preferred.
- CPA preferred; MBA desirable
- 5 years of experience in senior leadership; higher education sector preferred
- Demonstrated maturity in the Christian faith – beyond a profession of personal faith, the capacity to disciple another.

\*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.