



# Westminster Seminary California

## **Position Announcement: Chief Financial Officer**

Full-time, 12-month

Review of applications: immediately

### **Position Description:**

Under general direction of the Vice President for Administration, the Chief Financial Officer is responsible for all of the business operations of the seminary.

### **Primary Duties & Responsibilities:**

- Administer business and fiscal programs, keeping pertinent records and preparing appropriate monthly reports
- Collect student tuition and rent, perform daily journal entries, and process accounts payable and accounts receivable
- Oversee authorized budget expenditures and apply established budgetary controls
- Assist with development and implementation of financial policies and internal controls
- Administer payroll and prepare employer tax reports
- Monitor the seminary's cash, liquid assets, and credit line balances and report the cash flow to the President and Vice Presidents in a timely manner
- Reconcile monthly bank statements
- Administer institutional investments under the oversight of the Investment Subcommittee of the Board
- Oversee procurement activities (except Library acquisitions) and participate in negotiation of insurance contracts and service agreements
- Administer employee benefit plans
- Assist the President and Vice Presidents in the preparation of the annual operating budgets and long-range budgets
- Ensure that the seminary is in compliance with accreditor regulations and all federal, state, and local laws and ordinances which may apply to the seminary with respect to its employees and/or the operation of the seminary

### **Qualifications:**

- Profession of the Christian faith and a member of a church

- Desire and ability to represent WSC in a positive and professional manner and to be able to articulate the Reformed confessional beliefs of the seminary
- Bachelor's degree plus three years' professional experience in accounting and budget management
- Ability to establish and maintain collaborative working relationships with individuals from faculty, staff, students, and other seminary constituents
- Ability to comprehend, apply, and comply with IRS and other federal, state, and local agency regulations
- Ability to account for expenditures, maintain accurate records, and produce accurate financial reports
- Ability to establish and maintain internal processes and controls
- Strong analytical skills with orientation to detail and accuracy
- Experience with QuickBooks and knowledge of best practices in cash handling and accounting
- Working knowledge of benefits management
- Knowledge of computer and related software programs including word processing

**To Apply:**

Send cover letter and resume to:

Dr. Marcus McArthur  
Vice President for Administration  
Westminster Seminary California  
**FAX:** 760/480.0252  
**Email:** [mmcarthur@wscal.edu](mailto:mmcarthur@wscal.edu)  
**Website:** [www.wscal.edu](http://www.wscal.edu)

**Posted:** June 25, 2020

**Closes:** When Filled