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, 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
- 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 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 Reformed faith
- 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
Website: www.wscal.edu

Posted: April 1, 2016  Closes: When Filled