

# Position: Vice President of Finance/CFO

## APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to [hr@kwu.edu](mailto:hr@kwu.edu).

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

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### Job Summary:

The Vice President for Finance reports to the Executive Vice President for Advancement and University Operations. They lead Business and Finance and related services at the university. They provide financial guidance based on institutional values and strategic priorities, managing the university's financial, human, and physical assets. They collaborate with the President, senior leadership, faculty, staff, students, and external stakeholders to fulfill the university's mission.

### Key Relationships:

Works with administrators, staff, regulatory agencies, financial advisors, and the KWU Foundation Administrator to manage endowment accounts.

### Staff Supervision:

Supervises the business office staff.

### Budget Responsibility:

Oversees the university's annual operating budget.

### Work Environment:

90% office, 10% campus. Involves standing, sitting, filing, typing, speaking, walking, and other physical tasks.

### Work Schedule:

Monday to Friday, 8 a.m. to 5 p.m. (with occasional additional hours, typically 50–60 hours a week).

Travel:

Minimal, mainly for meetings, training, or professional development.

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Position Duties:

1. Financial Reporting, Auditing, and Compliance (40%):
    - Ensure accurate and timely reporting of the university's finances, meeting GAAP and regulatory standards.
    - Develop cash flow projections and analyze revenue cycle performance.
    - Conduct internal audits and support external audits.
    - Maintain compliance with financial regulations and retain financial reports for future use.
  2. Budget Planning (20%):
    - Supervise department budget requests and assist with budget approvals.
    - Prepare and present the university's financial statements to internal and external stakeholders.
    - Partner with senior leaders to meet revenue targets.
    - Serve as staff for the Board's Committee on Finance and Operations.
  3. Business Operations (30%):
    - Develop goals and action plans for the Business Office aligned with the university's mission.
    - Manage university insurance policies and financial systems.
    - Handle financial reporting, including local, state, and national requirements.
    - Oversee purchasing, leases, and borrowing to minimize costs and risks.
    - Prepare IRS filings, including 1098T, 1099, and 990 forms.
  4. Other Duties (10%):
    - Serve on the Foundation Board and other university committees.
    - Represent the university at meetings and events.
    - Maintain effective relationships with senior leadership and the university community.
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Performance Measures:

- Successful completion of annual job goals and assigned tasks.
  - Regular feedback and performance reviews.
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Qualifications:

Education:

- Master's degree in accounting, finance, or related field.
- 10+ years of experience in finance, preferably in higher education.
- CPA or CMA preferred.

Experience:

- 5+ years of financial administration and supervisory experience.
- Experience in private education is preferred.

Skills:

- Strong alignment with the university's mission.
- In-depth knowledge of financial management, compliance, and regulatory matters.
- Leadership and team-building skills.
- Expertise in non-profit or college financial systems and bond capital financing.
- Strong communication, organizational, and analytical skills.

Salary and Benefits: Salary based on experience, with full-time employee benefits.

Additional Information: A more detailed job description will be provided at the time of interview.

This is a full-time, exempt position. This role requires leadership and strong organizational skills.