

# Warburg Theological Seminary

## Position Description

**Title: Vice President for Finance, Operations and Human Resources**

**Classification: Exempt**

**Position Status: Full Time**

**Benefits: Health and Dental Insurance, Retirement Plan, Vacation, Sick and Holiday Pay**

**Supervisor: President**

### **Position Summary:**

The Vice President for Finance, Operations & Human Resources (VPFO/HR) serves as a key member of the President's Cabinet and provides strategic leadership for the Seminary's financial operational, and human resource functions. This role ensures fiscal integrity, operational effectiveness, and alignment with the Seminary's mission and long-term sustainability, while serving as Treasurer to the Board of Directors and a trusted advisor to executive leadership.

### **Major Responsibilities/Activities:**

#### **Financial Leadership & Strategy**

- Oversee all financial operations, including accounting, budgeting, payroll, accounts payable/receivable, and financial reporting
- Lead annual budgeting, forecasting, and long-range financial planning
- Ensure compliance with GAAP, regulatory requirements, and internal controls
- Provide annual reporting for government, ecclesiastical and accreditation agencies
- Manage endowment and investment portfolios; maintain external financial relationships
- Prepare and deliver financial reports for executive leadership, the board of directors, and external agencies
- Lead and execute the annual audit, ensuring timely completion
- Monitor cash flow, assets, debt, and overall financial health of the Seminary

#### **Operations & Administration**

- Provide leadership for Facilities, Technology, Business Office, Food Service, and related administrative functions
- Ensure efficient, cost-effective operations and high-quality service delivery
- Oversee risk management, insurance, and campus related functions
- Develop and implement policies, systems, and process improvements to enhance organizational effectiveness
- Maintain up-to-date training in Jenzabar and serve as a key institutional Jenzabar resource

### **Human Resources Leadership**

- Oversee HR functions, which include recruitment, employee relations, benefits, compliance, and performance management
- Ensure adherence to employment laws, policies, and best practices
- Support organizational design, workforce planning, and talent development
- Foster a positive, inclusive, and high-performing workplace culture

### **Board & Executive Engagement**

- Serve as Treasurer to the Board of Directors and liaison to Finance & Operations committee
- Prepare and present financial and strategic materials to the Board and leadership
- Contribute to institutional planning, policy development, and strategic initiatives
- Act as a trusted advisor to the President on financial, administrative, and operational matters

### **Qualifications:**

#### **Education & Experience:**

- Bachelor's degree in Finance, Accounting, Business Administration, or related field. (Master's is strongly preferred)
- CPA or CFA is preferred
- 7–10+ years of progressive leadership experience in finance, operations, and HR
- Strong knowledge of GAAP, financial planning, and organizational management
- Experience with investments/endowments and budgeting
- Experience in higher education or nonprofit organizations strongly preferred
- Proficiency with financial and HR systems (Jenzabar, Paylocity or similar programs)
- Knowledge of seminary or church-related institutions is preferred

#### **Skills Required:**

- Strategic thinker with strong financial and analytical acumen
- Proven leadership and ability to manage diverse functional areas
- Excellent communication and presentation skills, including Board engagement
- High integrity, confidentiality, and sound judgment
- Collaborative, mission-driven, and capable of leading organizational change

### **Work Environment & Expectations:**

This role operates in a professional office environment with broad organizational interaction. Occasional evening or weekend work may be required. The position requires the ability to manage multiple priorities, maintain confidentiality, and perform work involving extended periods of sitting or standing, with occasional lifting to 10 pounds. Reasonable accommodation may be made.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Wartburg Theological Seminary recruits, employs, trains, compensates, and promotes regardless of race, religion, color, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, and other protected status as required by applicable law.