

Wartburg Theological Seminary

Title: Vice President for Finance & Operations

Classification: Exempt

Position Status: Regular Full-Time

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

Supervisor: President

Position Summary:

The Vice President for Finance & Operations leads Wartburg Theological Seminary's finance and operations activities in support for the Seminary's mission. The Vice President is a member of the President's Administrative Cabinet and works closely with the Finance & Operations Committee of the Seminary Board of Directors. The position is also responsible for management of all Human Resources functions.

Major Responsibilities/Activities:

- Responsible for management of the financial and operational segments of the Seminary.
- Manage the budget formulation process. Meet with all department heads individually to determine appropriate allocation of resources for them to complete their work.
- Directly involved in the short & long-term planning of the Seminary's physical facilities and infrastructure.
- Prepare internal and external financial reports for the Seminary and communicate results in a clear, concise and understandable way.
- Oversee tracking of actual results to budget and communicating / highlighting areas of concern.
- Manage the yearly independent audit process to ensure timely completion.
- Implement and maintain a system of internal controls to prevent, detect and discover material errors or fraudulent activity.
- Ensure all required submissions to regulatory agencies and governing authorities are accurately completed and submitted within the set deadlines.
- Responsible for the planning, implementation and oversight of technology systems, and serves as the operational database system liaison [Jenzabar]
- Manage the cash position of Wartburg to ensure timely payment of seminary obligations.
- Manage relationships with banks and financial institutions to optimize the cash, debt and investment management.
- Manage relationship with EIA [or appropriate carrier] regarding the Seminary's insurance coverage.

- Stay current on new accounting pronouncements and industry trends through CPA continuing professional education events, webinars, and industry publications.
- Serve as Treasurer of the Corporation and serves as the liaison with the Finance and Operations Committee of the Board of Directors
- Oversee Human Resources function for the Seminary in consultation with the President.
- Stay current on HR trends, best practices, and State and Federal legal and regulatory requirements to ensure compliance
- Ensure Employee and Faculty Handbooks are up to date with policy changes, applicable laws and requirements for EIIA insurance coverage.
- Provide guidance and support to supervisors and employees on HR-related matters, including employee relations, conflict resolution, and disciplinary actions
- Conduct investigations into employee complaints or concerns and take appropriate action to address issues
- Manage hiring, employee onboarding and offboarding processes
- Administer employee benefits program and ensure compliance with applicable laws and regulations
- Develop and implement performance management systems to drive employee engagement and productivity
- Convene monthly staff meetings.
- Assume other responsibilities as appropriate or as assigned by the President.

Supervisory Responsibilities:

- The Vice President for Finance & Operations supervises the Technology Director, Facilities Director, Food Service Director and Accounting Director.

Qualifications:

Education, Experience and Skills:

- Bachelor's degree in Accounting or Finance.
- Work experience in public accounting and/or management accounting.
- Experience working with governing boards.
- Demonstrated success in leading and managing staff.
- Ability to work effectively and collegially on an executive leadership team.
- Familiarity with accounting database systems.
- Understanding of internal controls and risk assessments.
- Familiarity with accounting and operational database systems, Jenzabar preferred.
- Excellent oral and written communication skills.
- Impeccable integrity and judgment.
- Comfortable working in a community of faith.
- Ability to work well with people from varied backgrounds and experiences.
- Knowledge of, appreciation for, and dedication to the mission of Wartburg Theological Seminary.
- Commitment to institutional efforts around Diversity, Equity and Inclusion.
- 5-10 years of experience in Accounting or Business.
- Supervisory experience expected.
- CPA certification preferred.

Work Environment:

This position has frequent interaction with faculty, staff and other Wartburg constituents. This position operates in a professional office environment. This position routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Position is Dubuque-based.

Physical and Mental Demands:

While performing the duties of this job, the employee is regularly required to talk, hear, move around, and work at distances close to the eyes. Arms, hands and fingers will be needed to handle and reach. Employee will occasionally need to lift boxes or materials up to 10 pounds. Concentration and ability to work at one location standing or sitting for long periods of time. Ability to follow written or oral instructions with little supervisory involvement. Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

Candidates whose ethnicity or geographic origins have been underrepresented in theological education are encouraged to apply.

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.