

Montana Bible College

Job Title: Vice President of Finance

Supervisor: President

Revised: November 2021

Position Summary: An executive leadership role, serving alongside the President and other Vice Presidents. Directs and oversees the financial, physical and human resources of the college. Provides guidance to institutional effectiveness efforts.

Duties and Responsibilities:

Related to Financial Resources:

- Develops and monitors the overall budget of the College and develops or assists in the development of department budgets;
- Prepares and delivers timely and accurate analysis of budgets, financial statements and financial trends in order to assist the Board and President in performing their responsibilities;
- Develops a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs;
- Manages the routine financial activities of the College, which includes accounts payable, accounts receivable, student accounts, payroll, and reporting ensuring compliance with College policies and procedures, state and federal regulations;
- Oversees the management of scholarship funds and distribution;
- Maintains all VA benefit student records and is the certifying official with the Veterans Administration;
- Serves as part of the College's development team along with the President and any development officers or assistants. Specifically, this position monitors funds contributed to the college and the financial partners who give, helps coordinate giving campaigns/opportunities, and helps respond to questions financial partners have;
- Manages College contractual agreements that have financial components (examples: facility use, Logos Bible software, LBC Partnership), with appropriate involvement of other college staff.

Related to Physical Resources:

- Ensures physical and IT infrastructure personnel are in place, whether in-house or outsourced, and appropriately serving the College's needs.

Related to Human Resources and Institutional Effectiveness:

- Acts as the Human Resource Director
 - Actively involved in all hires or personnel changes;
 - Develops, or assists in the development, of all job descriptions;

- Develops, or assists in the development, of all personnel policies and the implementation of those policies;
- Maintains all personnel records;
- Monitors the well-being of the College staff and assists the President and other executive leaders in providing appropriate care.
- Oversees the Director of Institutional Effectiveness:
 - Provides guidance, insight and aid with matters of compliance, accreditation, policy, and the institution's planning and assessment processes;
 - Monitors the development and implementation of policies and procedures consistent with the organization's beliefs, values, and ethos; consistent with applicable laws and standards, and resulting in efficient operations of the College.
- Monitors the implementation of systems and processes to establish and maintain records for the College;
- Involved with the other executive leaders and the Director of Institutional Effectiveness in the strategic planning and implementation processes of the college.

Other:

- Actively participates in the lives of students in a discipleship role.
- Performs other duties as may be assigned by the President.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies in both soft and hard skills:

Soft Skills/Competencies/Qualifications:

- A born-again believer with a vibrant relationship with Christ; being a member of a local church body; qualified in character as a Christian leader according to Scripture (specifically known to be a person of integrity, humility, love, work ethic, knowledge, etc.);
- Wholeheartedly supportive of the mission and identity of the College;
- Being a proven disciple-maker thoroughly committed to MBC's disciple-making focus and relational philosophy of ministry;
- In agreement with the College's doctrinal statement;
- Demonstrating relational wisdom and strong interpersonal and communication skills, both orally and in writing, and the ability to work effectively with a wide range of people;
- Being a team player and skilled in fostering a cooperative work environment;
- Skilled in evaluating, engineering and re-engineering strategies, operations, policies and procedures.

Hard Skills/Competencies/Qualifications:

- Minimum of a bachelor's degree, preferably in a discipline directly related to the job. Strongly preferred MBA and/or CPA.
- Management-level work experience directly applicable to the job, preferably including education and/or non-profit contexts.

- Comprehensive understanding of accounting in accordance with generally accepted accounting principles (GAAP), applicable regulations, and College policies and procedures;
- Knowledge of business strategies, processes, standard practices, and available resources;
- Skill in budget preparation and fiscal management, including ability to analyze and interpret financial data and prepare financial reports, statements and/or projections;
- Knowledge of College and/or non-profit auditing policies, standards, and procedures;
- Knowledge of current business issues and trends affecting NFPs and Educational Institutions;
- Knowledge of accounts payable procedures and practices;
- Ability to develop and maintain recordkeeping systems and procedures;
- Ability to develop, plan, and implement short- and long-range goals;
- Knowledge of computers, preferably Windows-based operations, as well as computerized information systems used in financial and/or accounting applications;
- Knowledge of best practice hiring procedures;
- Knowledge of business management principles and practices;
- Knowledge of human resource management;
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments;

Supervisory Responsibilities:

- Director of Institutional Effectiveness
- Administrative Assistant(s)
- Development Assistant(s)
- Facilities Director
- Specialized and Outsourced Services
 - Lunch Coordinator
 - IT Infrastructure