



## Vice President for Finance

### Purpose and Function of Position

The Vice President for Finance is the chief financial officer of the institution responsible for oversight and administration of the financial affairs of the Corporation, reporting directly to the President-Rector.

### Major Responsibilities

- A. Manages the finances of the institution.
  - i. Prepares regular reports on all financial matters, the status of the physical plant, its maintenance and related projects, and in non-academic services which affect St. Mary's financial status.
  - ii. Assists the President-Rector in long range financial planning.
  - iii. Manages the approval of disbursements and hiring of contract personnel at the direction and under the supervision of the President-Rector.
  - iv. Plans and supervises major capital improvements.
  - v. Serves as staff to the Finance Committee, the Investment Committee, and the Buildings & Grounds Committee of the Board of Trustees.
  - vi. Is a member of the Administrative Team.
  - vii. Is a member of the Operations/Facilities Workgroup.
  - viii. Attends meetings of the Board of Trustees, giving reports as requested.
- B. Acts as institutional Treasurer in the absence of a separately established office of Treasurer or whenever that office is vacant, including:
  - i. Provides leadership of staff over cash receipts, cash disbursements, payroll, employee benefits, general ledger and financial reporting.
  - ii. Prepares and reviews journal entries which properly reflect transactions in the institution's financial records.
  - iii. Develops an adequate system of internal financial controls.
  - iv. Maintains financial records of endowments, endowment income use, restricted donations, charitable gift annuities and institutional scholarships.
  - v. Provides internal controls over cash, receivables, investments, payables and other institutional assets.
  - vi. Maintains records needed for annual audit and other periodic reports.
  - vii. Coordinates the annual financial audit and other audits as determined by the Audit Committee of the Board of Trustees.
  - viii. Coordinates institutional insurance with vendors.
  - ix. Coordinates receipt of gifts and bequests with outside parties.
  - x. Oversees flow of institutional financial resources.
  - xi. Coordinates preparation of the annual operating budget, capital/plant fund budget and five year financial plan.
  - xii. Monitors all financial operations of the institution.
- C. Supervises the Director of the Physical Plant:
  - i. Ensures adequate maintenance of the plant.
  - ii. Maintains the physical security of the plant and personal security of residents and employees.

- iii. Supervises major construction projects.
  - iv. Maintains an institutional facilities master plan.
  - v. Manages the facilities staff in the absence of the Director of the PP.
- D. Supervises the Director of Information Technology:
- i. Ensures adequate institutional technology services (computer, internet, telephone and cable).
  - ii. Maintains the security of institutional computer systems.
  - iii. Prepares the annual technology capital budget.
  - iv. Sits on the Information Technology Committee.
- E. Supervises the Director of Institutional Services and Reservations:
- i. Ensures that housekeeping and food services meet the highest standards.
  - ii. Ensures that procedures and policies provide for outstanding customer service and meet customer service requirements.
  - iii. Works with the Director to determine contract pricing.
  - iv. Works with the Director to ensure that food recoveries are appropriately accounted for.

## Reporting Relationships

- A. The Vice President for Finance reports directly to the President-Rector
- B. Reporting directly to the Vice President for Finance are:
  - i. Finance Office staff.
  - ii. Director of Information Technology.
  - iii. Director of the Physical Plant.
  - iv. Director of Institutional Services and Reservations.

## Required Qualifications, Skills, and Experience

- CPA, Master's Degree in accounting, or equivalent education.
- Proven experience with management of the finances of a complex non-profit institution.
- Proven experience with management of significant endowment assets and endowment fund accounting.
- Supervisory skills, including the ability to communicate clearly, organize the efforts of others, and evaluate their work.

## Applying

St. Mary's is in the Roland Park neighborhood of Baltimore. The position includes generous benefit and compensation package commensurate with experience. Successful candidates will be subject to a pre-employment background check. St. Mary's Seminary & University is an equal opportunity employer. Application Procedures: Please submit electronically a:

1. Cover letter including salary requirements,
2. Résumé
3. List of three (3) work-related references, including their contact information (title, email and/or phone number).

This is an exempt position.

Submit to [kkiddy@ellinandtucker.com](mailto:kkiddy@ellinandtucker.com) with position title in subject line.