



POSITION ANNOUNCEMENT
Vice President for Finance and Chief Financial Officer

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like, and to make a difference in their world through lifelong service.

The University seeks a full-time, 12-month, Vice President for Finance and Chief Financial Officer. The CFO will serve as a key member of the president's cabinet team, responsible for overseeing financial strategy, operations, and compliance to support the university's mission and long-term goals.

The position reports to the **Executive Vice President** and is available immediately, upon appointment of a successful candidate. A full complement of benefits is provided including a health care plan, retirement plan, tuition assistance (for self and dependents) and Free meals at the university café. The candidate will also receive generous holidays, and vacation and sick days earned on an accrual basis.

Responsibilities as Vice President for Finance and Chief Financial Officer:

- Supervise budget planning, preparation, implementation, and management.
- Responsible for the design and administration of financial record-keeping software and operations, along with the establishment and oversight of internal control.
- Oversee the preparation and distribution of financial and statistical reports that analyze component areas that influence financial performance.
- Prepare and report the outlook for the current year and future years to the President, Senior Leadership Team, BOT, and other constituencies.
- Act as primary resource person to the BOT Finance Committee, preparing agendas in consultation with the committee chair and providing reports for each meeting.
- Oversee compliance of operations, systems, and policies with the IRS, Financial Accounting Standards Board and other authoritative bodies.
- Propose, adopt, and oversee policies concerning University financial operations.
- Maintain good relations with the University auditors.
- Ensure proper planning and oversight for the University endowment and operating cash.

- Manage the University debt portfolio, including securing approval from the Finance Committee for projects and operational financing.
- Safeguard and account for university assets, including buildings, building systems, grounds, equipment, furnishings, and other fixed assets.
- Ensure appropriate planning, maintenance, and refurbishment/replacement of university facilities and equipment, including computer and telecommunications assets/systems.
- Ensure that expenditures are made prudently and within budget, personally signing for purchase orders that exceed identified thresholds.
- Oversee the negotiation, review, and approval of all contracts and lease agreements, in consultation with outside counsel, when appropriate.
- Ensure adequate insurance protection for university assets, activities, and personnel.
- Represent the University to various national organizations and groups, including CCCU, ABACC, NACUBO, Nazarene Business Officers, and others, as needed.

Expectations for the successful candidate:

- Bachelor's degree in accounting, finance, business administration, or a related field.
- Master's degree (MBA, MPA, or related) preferred.
- CPA, CFA, or CMA certification highly desirable.
- Minimum of 7-10 years of senior financial leadership experience, preferably in higher education or a similarly complex organization.
- Evangelical Christian statement of faith, experience, and mission fit

To be considered for this position, please email a resume to MVNU.Recruiting@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs/application> . Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University
Human Resources
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University is committed to fostering a non-discriminatory campus environment in which community members can learn and work. MVNU prohibits discrimination on the basis of race, sex, age, color, national origin, disability, marital status, or military service in the operation of all University programs, activities, and services. As a faith-based institution, the University is exempted from certain laws and regulations concerning discrimination. The University maintains the right, with regard to its lifestyle covenant, employment, and other matters, to uphold and apply its Christian beliefs related to, among other issues, marriage, sex (gender), gender identity, sexual orientation, and sexual

activity to the fullest extent permitted by law. Thus, MVNU attempts to make all policies and decisions within the doctrinal and moral convictions of the Church of the Nazarene (e.g., Articles of Faith, Covenant of Christian Conduct including the Statement on Human Sexuality and Marriage, Covenant of Christian Character, and the Statement on Discrimination, 915).