



POSITION ANNOUNCEMENT

Finance Office Manager

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. With over 2,200 students 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, **Finance Office Manager** for its Finance Division on the Mount Vernon main campus. The position reports to the Vice President for Finance and is available immediately, upon appointment of a successful candidate. The University pay grade for this position will be commensurate with qualifications and experience. A full complement of benefits are provided including a health care plan, retirement contributions and tuition assistance, each subject to associated waiting periods.

Responsibilities for this position include:

- Manager daily office operations to ensure a professional, efficient, and service-oriented environment.
- Coordinate office schedules, meetings, calendars, and events for Finance leadership.
- Serve as the primary liaison between the Finance office and other university departments.
- Respond to inquiries from faculty, staff, students, vendors, and external partners with professionalism and discretion.
- Interface with providers to monitor a variety of insurance policies, including such coverages as: property, liability, auto, travel, and athletic.
- Risk management related to certificates of insurance, waivers of liability, driver safety program, and assisting with campus safety procedures.
- Property management of rental properties, monitoring occupancy, agreements, maintenance, and revenue/expenses.
- Work with Facilities Coordination and Events Management on the use of campus facilities by external and internal constituents.
- Assist in preparation, evaluation, and negotiation of contracts and leases.
- Work with the college attorney on related projects as needed.
- Liaison with the various vendors supporting campus services, monitoring service levels, revenue, and expenses.
- Maintain confidentiality of sensitive financial, personnel, and institutional information.
- Other duties as assigned.

Expectations for the successful candidate:

- Evangelical Christian confession of faith and experience
- Bachelor's degree in Business, or a related discipline
- Capable of applying sound, independent judgment and initiative to complex business problems
- Excellent interpersonal and organizational skills
- Experience in contract negotiation with vendors and attorneys
- Experience with various insurance products
- Ability to maintain strict confidentiality of sensitive financial, personnel, and institutional information
- Ability to manage multiple priorities and deadlines

- Strong attention to details and a commitment to accuracy
- Excellent computer experience with Microsoft Office
- Knowledge of and experience in a college/university environment

Organizational Expectations

All employees must uphold Church of the Nazarene values, including prayerful dependence, humble posture, collaborative work, and a growth mindset. Characteristics such as cooperation, accepting direction, punctuality, and openness to feedback are essential.

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 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. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.