

Pacific Union College

Job Description

Position Title:	Executive Director of Financial Admin.	Exemption Status: Exempt
EEO Classification:	1-Executive Senior Level Officials & Mgmt	Job Code: 11-3031
Department:	Financial Administration	Position ID: 50510EDIFFA
Reports To:	Vice-President of Financial Administration	Wage Scale: C
Last Update:	6/30/2026	

STANDARDS FOR PERFORMANCE AND BEHAVIOR

Demonstrates the Cultural Relationship Expectations of Pacific Union College in all activities, to achieve the Mission of Pacific Union College

- Teamwork:** A foundational value modeled by an engaged and inclusive community partnering together for the betterment of PUC.
- Integrity:** A necessary component for cultivating trust and mutual empowerment within our community.
- Professionalism:** A system of employee boundaries that facilitates an engaged PUC working community which functions in an environment blessed with supportive relationship groups.
- Service:** A value and action rooted in our spiritual heritage.

JOB SUMMARY

The Executive Director of Financial Administration serves as the senior financial leader supporting the Vice President for Financial Administration and acts as the Vice President's principal operational partner in advancing the financial and administrative objectives of Pacific Union College and Howell Mountain Enterprises. The Executive Director provides leadership across the institution's financial and administrative functions, including accounting, financial services, budgeting, financial planning and analysis, risk management, information technology, facilities, human resources, auxiliary operations, and other areas assigned by the Vice President.

The Executive Director assists in the development and implementation of institutional financial strategies, policies, and operational plans; provides leadership for major financial initiatives; and serves as a key advisor to campus leadership on financial matters. While maintaining primary responsibility for accounting, financial reporting, compliance, audit coordination, treasury activities, and stewardship of institutional resources, the Executive Director provides broad administrative leadership and may represent the Vice President in meetings, committees, and institutional activities as assigned.

The Executive Director promotes financial sustainability, operational excellence, regulatory compliance, and mission alignment while supporting the overall strategic direction of Pacific Union College and Howell Mountain Enterprises.

ESSENTIAL FUNCTIONS

Reporting and Leadership

- Reports directly to the Vice President for Financial Administration.
- Serves as the Vice President's primary partner in providing leadership for the financial and administrative operations of the College.

- Represents the Vice President on committees, projects, and institutional initiatives as assigned.
- Assists with the development and execution of strategic priorities, long-range plans, and operational objectives for Financial Administration.
- Supports executive leadership and governance groups through financial analysis, recommendations, and communication of institutional financial matters.
- Provides leadership and oversight in the absence of the Vice President, as assigned.

Financial Operations, Accounting and Compliance

- Provides direct leadership for accounting, financial reporting, endowment and trust accounting, grant accounting, investments, and related financial operations.
- Oversees preparation and analysis of monthly, quarterly, and annual financial statements.
- Ensures compliance with Generally Accepted Accounting Principles (GAAP), applicable governmental regulations, and denominational requirements.
- Oversees coordination of all internal and external audits and implementation of audit recommendations.
- Ensures accurate and timely completion of federal, state, local, and regulatory reporting requirements, including tax filings and informational returns.
- Maintains appropriate internal controls and financial procedures to safeguard institutional assets.
- Monitors cash flow, investments, reserves, and liquidity to support institutional financial stability.
- Assists the Vice President with debt management, financing transactions, refinancing analyses, lender reporting, and related financial planning activities.
- Supports budget development and monitoring processes across College departments and auxiliary operations.
- Develops financial models, reports, dashboards, and decision-support tools for leadership.
- Reviews and recommends financial policies and procedures consistent with institutional objectives.
- Supervises and develops personnel within assigned areas of responsibility and supports succession planning and professional development initiatives.
- Prepares financial analyses, projections, and funding models to support capital projects, infrastructure investments, and deferred maintenance planning.

Strategic and Administrative Responsibilities

- Supports the Vice President in providing leadership, coordination, and operational oversight for financial and administrative departments, including Accounting, Financial Services, Howell Mountain Enterprises, Information Technology, Human Resources, Facilities Management, Housing, Albion Field Station, Flight Center, Forest Management, Mail Services, and other assigned operations.
- Assists with development of institutional budgets, financial forecasts, operating plans, and multi-year financial strategies.
- Participates in evaluation of institutional financial performance and provides recommendations to support long-term financial sustainability.
- Provides financial and operational analysis to support executive decision-making, strategic initiatives, partnerships, capital investments, and business opportunities.
- Helps coordinate enterprise risk management, insurance programs, internal controls, and regulatory compliance activities.
- Assists in communicating financial and administrative matters to leadership, committees, auditors, lenders, regulatory agencies, and the Board of Trustees.
- Evaluates operational effectiveness and recommends improvements to processes, systems, policies, and resource allocation.
- Participates in contract review, vendor relationships, and administrative initiatives as assigned.
- Promotes collaboration among administrative departments and supports institution-wide planning efforts.
- Performs other duties as assigned by the Vice President for Financial Administration.

QUALIFICATIONS

Education:

- Bachelor’s degree in accounting, business, or related field from an accredited institution required.
- Certified Public Accountant (CPA) or master’s in business administration (MBA) preferred.

Experience:

- Seven (7) years of related experience, in higher education, accounting and finance preferred.
- Three (3) years in a supervisory role preferred.

Job-Specific Requirements:

- Understands accounting procedures and unique financial software applications.
- Use Microsoft Suite of products, including Outlook, Excel, and Teams.
- Demonstrates verbal, written, and interpersonal communication skills.
- Ability to present understandable financial reports.
- Demonstrates leadership in team building, strategic planning, goal setting, project management, and financial management.
- Ability to collaborate openly and effectively.
- A willingness and ability to take responsible risks and to make decisions, sometimes before the acquisition of complete and perfect information.
- A proven track record demonstrating success in the development, implementation, and administration of short and long-term organization-wide financial strategies.
- Ability to develop and communicate the vision of the College and Financial Administration.
- Understands interconnectivity of college life and campus issues.
- Member of the Seventh-day Adventist church.

Physical Demands: Requires sitting, standing, bending and reaching. May need to lift items up to 25 pounds. Requires manual dexterity sufficient to operate standard office equipment.

Job Conditions: Frequent travel, computer use, unscheduled interruptions, and speaking, reading, and understanding English. Occasional: working more than 40 hours/week, weekend work, on-call/after-hours work, fast-paced work, and driving/operating machinery or vehicles.

Work Environment: Essential tasks are performed under normal office/school conditions with little or no noticeable discomfort. Work area is well lighted and ventilated.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and employees may be requested to perform job-related tasks other than those specifically outlined in this description. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a promise of employment or employment contract of any type.

I, _____ (printed name), acknowledge that I have received, read, and understand the **Executive Director of Financial Administration** job description, and that I am able to perform the essential duties with or without accommodation. I further understand it is my responsibility to inform my supervisor at any time I am unable to perform the essential functions.

Employee Signature

Date

Supervisor’s Printed Name

Supervisor’s Signature

Date