

# Pacific Union College

## Job Description

Position Title:	<b>Vice President of Financial Administration</b>	Exemption Status:	<b>Exempt</b>
EEO Classification:	<b>Executive/Senior Level Official</b>	Job Code:	<b>11-1011</b>
Department:	<b>Financial Administration</b>		
Reports To:	<b>President</b>		
Last Update:	<b>April 2026</b>		

### 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

In support of the mission and strategic initiatives of Pacific Union College, the Vice President of Financial Administration (VPFA) provides strategic financial leadership and oversees the administrative and fiscal operations of the College. The VPFA serves as the President's principal advisor on all long-range financial matters and leads the development and implementation of institution-wide financial and administrative objectives, policies, programs, and practices that ensure the College's ongoing financial strength and sustainability.

The VPFA is responsible for cash flow management, financial reporting, capital structure planning, debt management, and funding strategies related to physical plant and other institutional assets. This role ensures sound stewardship of resources while aligning financial strategy with institutional priorities.

The VPFA provides overall direction and supervision for financial and administrative departments, including Howell Mountain Enterprises, Financial Services, Accounting, Information Technology, Facilities Management, Human Resources, Albion Field Station, Flight Center, Housing, Forest Management, and Mail Services. In addition, the VPFA manages contractual relationships for auxiliary services, including Bon Appétit dining services and Campus Security.

## **ESSENTIAL FUNCTIONS**

### **Reporting**

- Reports to the President and performs duties and functions as assigned by the President.
- Serves as the President's principal advisor on all accounting, financial, auditing, budgeting, and long-range financial planning matters.
- Acts as the officer in charge of college administration in the absence of the President and the Vice President for Academic Administration, as designated.

### **Strategic Duties and Responsibilities**

- Serves as the College's corporate Treasurer.
- Provides vision, leadership, and strategic direction for all areas of assigned responsibility.
- Holds fiduciary responsibility for the financial records, financial integrity, and overall fiscal condition of the College.
- Evaluates financial performance and initiates strategies to strengthen the short- and long-term financial health and sustainability of the institution.
- Oversees cash flow management, liquidity planning, reserves, investments, and working capital strategies.
- Provides leadership for capital structure planning, debt management, refinancing strategies, and funding principles aligned with institutional priorities.
- Plans, develops, organizes, implements, directs, and evaluates all budgetary and fiscal functions of the College.
- Provides strategic financial leadership related to potential alliances, partnerships, auxiliary enterprises, investments, and other initiatives affecting the College's business operations.
- Leads multi-year financial planning efforts, including long-range and rolling three-year financial plans.
- Involves senior leadership, staff, and student leadership, as appropriate, in long-term planning and financial decision-making processes.
- Ensure compliance with all applicable federal, state, and local laws and regulations, accreditation requirements, and Board of Trustees policies.
- Incorporates College principles related to accessibility, belonging, culture, and respect in financial decision-making and holds direct reports accountable to institutional standards.
- Models' ethical leadership, transparency, and professional integrity in all financial and administrative practices.
- Respectfully supervises, mentors, and engages with individuals from diverse backgrounds and perspectives.

### **Managerial Duties and Responsibilities**

- Exercises overall leadership and supervision of financial and administrative units, including Accounting, Financial Services, Information Technology, Facilities Management, Human Resources, Howell Mountain Enterprises, Albion Field Station, Flight Center, Housing, Forest Management, and Mail Services.
- Oversee auxiliary services and manage contractual relationships for vendors such as dining services (Bon Appétit) and Campus Security.
- Controls expenditures in alignment with the budget approved by the Board of Trustees or specific Board appropriations.
- Initiates the annual budget process and develops the operating and capital budgets in collaboration with senior leadership and the Finance Committee.
- Ensures timely, accurate, and transparent financial reporting and analysis for the administration, Finance Committee, and Board of Trustees.
- Monitors the financial condition of the College, identifies risks, and ensures fiscal stability and responsible stewardship of resources.
- Oversees the preparation, coordination, and completion of annual external audits and responds to audit findings.
- Negotiates, approves, and signs contracts and other official financial documents as authorized by the Charter, Bylaws, or Board of Trustees.
- Seeks and coordinates legal, financial, and professional advice as necessary to protect the interests of

the College.

- Identifies institutional needs and develops cost projections, feasibility studies, and funding strategies for major capital projects, infrastructure improvements, and deferred maintenance.
- Ensure that all College property, assets, and operations are adequately insured and protected against risk.
- Provides oversight related to risk management and provides leadership for enterprise risk identification and mitigation.
- Chairs and facilitate meetings as assigned, ensuring effective governance, informed decision-making, and alignment with institutional priorities.
- Develops and maintains strong working relationships with internal and external stakeholders, including lenders, auditors, regulators, and denominational partners, as appropriate.
- Promotes professional development, succession planning, and performance management for direct reports; conducts regular evaluations.
- Evaluates departmental effectiveness using established performance metrics and continuous improvement practices.
- Actively communicates and discusses College-related financial and operational issues with faculty, staff, and other constituents.
- Participates in executive leadership and governance committees as required by the position.
- Performs other duties as assigned by the President.

## **QUALIFICATIONS**

### **Education:**

- Master's degree in accounting, business administration, finance, higher education administration or a related field from a regionally accredited institution. Certified Public Accountant (CPA) preferred credentials.

### **Experience:**

- A minimum of five years of recent, relevant, and successful management experience with evidence of progressive achievement in the field of financial administration, with a preference for experience in higher education, government, or comparable organization.

### **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.
- Knowledge of student financial aid and scholarships.
- Committed to the mission of Pacific Union College.
- 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. Often working more than 40 hours/week, weekend work, after-hours work, and fast-paced work.

**Work Environment:** Essential tasks are performed under normal office/school conditions with little or no noticeable discomfort. The work area is well lit 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 **Vice President 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.

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Employee Signature

Date

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Supervisor's Printed Name

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Supervisor's Signature

Date