

**Position:** Vice President for Financial Affairs

**Reports to:** President of Worship Arts Conservatory

**Position Summary:**

Under the direction of the President, the Vice President for Financial Affairs is the Chief Financial Officer for the Conservatory and is responsible for overall financial management and planning, campus maintenance, development and security, and human resources management.

**Minimum Qualifications:**

1. Master's degree, Doctoral Degree preferred.
2. Prior job experience with financial management.
3. Excellent leadership and managerial skills and the capacity to supervise and lead a financial affairs staff.

**Responsibilities:**

Budget Planning and Fiscal Management

- ┌ Responsible for the financial analysis, planning and management of the Conservatory's resources in order to facilitate and support its mission and strategic plan.
- ┌ Serve as the financial adviser to the President, Dean of Student Affairs and Provost.
- ┌ Lead the budget process and the development of the annual operating and capital budgets.
- ┌ Assist the President and other administrators in gathering, collating, and analyzing data relative to the financial operations of the Conservatory.
- ┌ Responsible for accurate and timely reporting of financial information to the Board, the President and outside agencies, groups and parties.
- ┌ Oversee the fiscal management of contracts and grants.
- ┌ Responsible for development, management and oversight of the Conservatory's investment plan to ensure that the funds are invested in accordance with state law and to achieve the greatest return with proper risk assessment.

Building and Facilities

- ┌ Work with the President, Provost and Dean of Student Affairs to plan and coordinate the use of Conservatory facilities and to work with other Conservatory personnel in the development and maintenance of a campus facilities master plan
- ┌ Coordinate capital projects to ensure that contracts are issued in accordance with state and federal guidelines and that the purchase of materials and services are done in accordance with state bid law requirements.
- ┌ Be responsible for the purchase and acquisition of Conservatory property, construction projects and renovation projects.
- ┌ Oversee the facility maintenance and security staff to ensure and safe and clean environment for all staff and students.

Human Resources

- ┌ Responsible for the oversight of Human Resources, payroll and benefits.

Perform other duties as assigned by the President.