THE OPPORTUNITY

Houghton College announces a search to recruit an innovative and collaborative leader for the position of Vice President for Finance. Reporting directly to the President and an integral member of the President’s cabinet, the Vice President for Finance provides oversight and coordination of financial and business operations, and will work with the President to develop and implement a plan for the long term financial strength of the college.

POSITION DESCRIPTION

To provide leadership of the financial resources of a Christian liberal arts college in the Wesleyan tradition, including the generation and stewardship of these resources in accord with the college mission.

JOB QUALIFICATIONS

- MBA, CPA or other relevant advanced certification
- 10-15 years of leadership experience in the financial area – preferably in the educational setting
- Commitment to the Christian faith that informs one’s professional and personal choices and commitments
- Demonstrated appreciation of the mission of higher education within the church
- Demonstrated knowledge at both the theoretical and practical levels of accounting, finance, investments and business operations.
- An understanding of financial issues in the context of non-profit institutions, and preferably within an educational context
- Ability to be a “big-picture” person— to work with the President to ensure that college resources are aligned most effectively with the mission of the college
- Ability to function effectively in the cultures of both the academy and the corporate world
- Proven people skills grounded in a genuine respect for others— effective in a range of contexts including the administrative team, and internal and external constituencies of the college
- An entrepreneurial spirit within the context of the educational mission of the college
- Ability to work cooperatively to arrive at decisions and proven reliability in executing group decisions once they have been made
- Demonstrated track record of integrity in financial dealings
- Ability to hire, mentor, supervise and motivate staff. Ability to delegate effectively by recognizing and utilizing the skills, abilities and knowledge of team members.
- Ability to see financial issues of the college from both a day-to-day perspective, and the perspective of the long haul
• Ability and desire to communicate clearly and consistently with the relevant constituencies of the college
• Ability to multi-task
• Demonstrated experience as a creative and visionary leader in the technology and facilities area.

JOB RESPONSIBILITIES

• To work with the President to implement a plan for the long term financial strength of the college
• To translate that vision into annual and multi-year operational goals
• Lead and oversee preparation of the annual and multi-year budget of the college, including the budget for capital improvement.
• To work with the Trustee Finance and Investment Committees to steward the college resources for both the short term and the long term
• To ensure responsible accounting practices and, with responsible staff members, work with an external firm in preparing the annual audit
• To act as treasurer to the Willard J. Houghton Foundation in accord with the mission of the college, and in consultation with the President’s Staff and the Foundation Board
• To act as steward of corporate funds and securities under the direction of the President and the Board of Trustees
• Oversee and supervise (through Directors) the following areas: Finance, Human Resources, Business Operations, Technology Services.

APPLICATION PROCESS

Applicants, potential applicants, and nominators may direct questions to the Office of the President at Houghton College. Applications will be accepted until the position is filled.

Individuals interested in the Vice President for Finance position may submit a cover letter, vitae, and list of five references to:

Office of the President
Houghton College
One Willard Avenue
Houghton, NY 14744
E-mail: president@houghton.edu
(585) 567-9310

Houghton College is an equal opportunity employer committed to diversity within its administration, faculty, staff and student populations.