

Saint Martin's University

Vice President of Finance and CFO

Saint Martin's University seeks a collaborative and seasoned leader to partner with the President and senior leadership; cultivate a team environment; articulate and execute the strategic plan; manage growth; allocate resources; facilitate budget and capital-project planning; and strengthen business, budget, and financial reporting and analysis.

Transparent ... Communicator ... Team Player ... Collegial ... Strategic Thinker
Integrity ... Listener ... Seasoned ... Trustworthy ... Bridge-Builder ... Respectful
Creative ... Approachable ... Open-Minded ... Collaborative ... Sense of Humor

The Position

The Vice President of Finance and Chief Financial Officer is responsible for the on-going business, budget, and financial reporting and analysis needs of the University. Reporting to the President and serving as a member of the Executive Cabinet, the Vice President provides leadership and supervision for the offices of finance, student financial services, business office, payroll, facilities, investments, purchasing, mail services, bookstore, and indirectly works with the President in overseeing Information Technology. The Vice President reviews and monitors contractual agreements of the University, leads the budgeting and audit processes, serves as staff liaison to the Finance, Audit, Facilities, and Investment Committees of the Board of Trustees, and works closely with senior leadership and key members of the community in articulating and implementing the University's strategic plan.

Specific Responsibilities:

- With direction from the President and the Board of Trustees, and consistent with the University's strategic plan; formulate, prepare, and implement strategic policies and procedures for financial and budgetary planning, capital-project financial planning, and risk management.
- Develop policies, procedures, and internal control methods designed to safeguard University assets, cash flow, investments, and physical plant.
- Observe, compare, and monitor data and financial activities to determine compliance with prescribed operating policies, procedures, and safety standards and ensure consistency in accounting for assets and adequacy of controls over University assets.
- Analyze financial statements to identify and report areas of concern to the President.

- Coordinate annual financial audit activities with external auditors, University staff, and Board of Trustees Audit Committee and prepare annual financial statements and notes for inclusion in the annual audited financial report.
- Plan and develop investment portfolios for available cash balances in conjunction with the University Treasurer and Board of Trustees.
- Serve as staff liaison to the Board of Trustees' Finance, Facilities, and Audit Committees. Regularly set agendas in conjunction with committee chairs and provide reports and information to the committees as requested.
- Coordinate and supervise communication of financial information within the University community, the community-at-large, and other constituents.
- Ensure all mandatory University reporting is completed and filed in a timely manner.

The Qualifications

Required Qualifications:

- Undergraduate degree in Business, Finance, or related discipline from an accredited institution.
- Financial management experience within higher education or not-for-profit institutions.
- Administrative experience with on-going business; budget; and financial planning, reporting, and analysis.
- Designation as a Certified Public Accountant.

Preferred Qualifications:

- Graduate degree in Business, Finance, or related discipline from an accredited institution.
- Record of accurate and timely financial documentation, reporting, and analysis.
- Success in evaluating, developing, and leading employees.
- Capability to effectively communicate with, and make presentations to, faculty, staff, administration, and community members.
- Excellent interpersonal and leadership skills, especially the ability to communicate financial information to diverse constituents.
- Work collegially and think strategically with administrators and faculty relative to resource allocation and the overall strategic direction of the University.

- Ability to represent the University at regional and national meetings and venues.
- High degree of personal and professional ethics, character, and integrity that inspires trust and confidence among members of the University team and community.
- Sense of humor!
- Interest in and ability to support the Catholic Benedictine tradition of the University.

The University

Saint Martin's University is a Catholic Benedictine coeducational university, one of 14 Benedictine colleges and universities in the United States and Canada, and the only Benedictine university west of the Rocky Mountains. Founded in 1895, the University offers 26 baccalaureate and 10 graduate degree programs in four colleges and schools: the Hal and Inge Marcus School of Engineering, the School of Business, the College of Arts and Sciences, and the College of Education and Counseling. The University has a student enrollment of approximately 1,300 undergraduates and 250 graduates and a 12:1 student-faculty ratio. Rooted in the long tradition of the liberal arts, the University curriculum cultivates creativity and the ability to communicate and pursue ideas, critical thinking and independent inquiry, academic proficiency, the formation of sound ethical judgments, and service to humanity. The school's sports teams participate in the NCAA's Great Northwest Athletic Conference at the Division II level.

The physical beauty of Saint Martin's 380-acre campus reflects the rich intellectual and spiritual nature of its presence in the Pacific Northwest. Essential features of University life are animated by its participation in the centuries-old traditions of Catholic intellectual thought and the search for truth. Thus, superior teaching is the expected norm and students are honored and guided toward achieving academic excellence. The University is the educational mission of Saint Martin's Abbey, a Catholic Benedictine monastery, whose members pray, work, and live together on the University campus. Characterized by community, stewardship, hospitality, stability, listening, and love of learning; the University seeks to foster a community of faith, reverence for the dignity of all life, dedication to peace and justice, and devotion to service. The University welcomes and, indeed, seeks students not only from the Pacific Northwest, but from other parts of the nation and the world at its main and extension campuses. The University treasures persons of all ages, religions, and nationalities as it encourages cognizance of diverse viewpoints and an appreciation of all cultures.

For additional information about Saint Martin's University, please visit <https://www.stmartin.edu>

The Location

Lacey, Washington, a city of 36,000 people; and neighboring Olympia, the state capital, combine for a total population that exceeds 100,000. Located near the waters of southern Puget Sound, the city is less than an hour from Seattle, 30 minutes from Tacoma, and two hours from Portland, Oregon. With its surrounding metropolitan area, Lacey and the greater Olympia area attract nationally recognized entertainers, artists, and musicians, providing cultural opportunities that complement the University's educational experience.

The southern Puget Sound area is quite picturesque with an abundance of natural beauty. Swimming and other water activities are as close as five minutes from campus on a wealth of nearby lakes, streams, and ocean inlets. Pacific Ocean beaches, just 50 miles west, offer opportunities for clamming, kiting, deep-sea fishing and sailing. Less than an hour away, hikers, skiers, backpackers, birders, and other outdoor enthusiasts can pursue their favorite pastimes in the mountains or enjoy such spectacular Northwest attractions as Mount Rainier National Park, Mount St. Helens, the Olympic Peninsula, and the San Juan Islands.

The Invitation

Application, confidential conversation, or nomination.

To apply, please submit a complete resume and letter of application. The letter should summarize your professional qualifications and the accomplishments that reflect the skills, background, and experience to be successful in this key position. Successful applicants will provide specific examples of past work experience as it relates to the position responsibilities and qualifications listed above. Send your application materials to me at the email address below. The deadline for receipt of applications is **Friday, January 11, 2018**. First consideration will be given to those who apply by this date. The position will remain open until filled.

To arrange a day and time for a **confidential conversation**, please contact me at the email address below.

If a colleague comes to mind you feel might have an interest, I would welcome your **nomination**. Please forward your nomination to me at the email address below or contact me by phone.

Thank you for your consideration,

Gary R. Rhoads, Search Consultant

grhoads@strategicsearchadvantage.com
570-484-6414

The principles of the Catholic Benedictine tradition, equal employment opportunity, and nondiscrimination are fundamental to the mission, goals, and objectives of Saint Martin's University. The University does not discriminate in employment or in the delivery or administration of its educational programs, policies, scholarship and loan programs, athletic or other University programs on the basis of sex, sexual orientation, race, color, religion (except as a bona fide occupational qualification for certain select positions), marital status, national or ethnic origin, military or veteran status, age, or disability.