



JOB DESCRIPTION

TITLE:	Vice President of Finance & Facilities
STATUS:	Full-time (Exempt)
BENEFITS:	Full Benefit Eligibility
REPORTS TO:	The President

MANOR COLLEGE

Vice President of Finance & Facilities

Manor College believes that personalized education in the Judeo-Christian tradition generates a commitment to a peaceful world, which inspires confidence in the present and hope for the future. Manor's Basilian environment enables students to fully develop as individuals and instills an understanding of scientific, humanistic and ethical principles so students form a global vision. Manor also believes that graduation begins a new chapter of lifelong learning.

By maintaining academic excellence through current, innovative programs and encouraging students to develop a sense of inquiry, their critical thinking, effective communication skills, and by providing opportunities to serve the community, Manor graduates are prepared to serve society effectively and compassionately.

Manor is located in Jenkintown Pa, minutes away from the City of Philadelphia. We invite qualified applicants to apply for the position of Vice President of Finance & Facilities.

Founded in 1947, Manor enrolls approximately 750 full-time and part-time students and offers 35+ Associate's and Bachelor's degree programs . The College is a welcoming community whose members are strongly committed to recruiting a diverse faculty, staff, and student population.

About the Position:

Reporting to the President,

- The Vice President of Finance & Facilities has broad responsibility for developing and implementing a vision for the College's financial and business planning services.
- The Vice President of Finance & Facilities establishes broad direction and systems to ensure accountability for asset protection, long-range financial planning and a multi-million budget development consistent with the College's mission and strategic goals.

Responsibilities Include:

- Maintain financial information according to the guidelines set forth by the State of Pennsylvania, under generally accepted accounting practices.
- Administer and manage the College's financial budget and planning.
- Conduct long and short range financial analysis, planning and forecasting of College programs, cost, and projects.
- Perform the annual budget preparation process.
- Oversees the coordination of local, state, and federal funds related to the operation of the College, including grant funding.
- Responsible for the Cash Forecasting and management of the College.
- Main role managing the external audit and responsible for all audit requests and reconciliations.
- Assist in the preparation of the Annual Form 990.
- Review payroll for accuracy and approval.
- Responsible for all insurance issues and claims including running MVR reports for potential drivers.
- Perform the monthly closing process and reconciliations including the bank reconciliations.
- Prepare quarterly report to the sub committees of the Board for the Finance, Investment and Audit committees.
- Serve as an administrator on the College's Executive Leadership Team.
- Direct supervision of the following departments which includes: Business Office, Director of Financial Aid, Manager of IT and Plant, Cafeteria Services, Mail Service, and Insurance Services.

Successful Candidates:

The successful candidate will have a Master's degree in finance or accounting and a minimum of 5 years of senior level management experience managing diverse financial functions. Previous experience in higher education is highly desirable and applicants who live within proximity of the College are ideal.

The successful candidate will have the ability to generate creative solutions to institutional problems, communicate clearly and effectively with the Board of Trustees, be able to respond to requests for data and facts in a timely manner, and be an innovative fiscal conservative who knows how to squeeze every last drop from the lemon, also generating new ideas for new revenues.

Candidates must possess strong verbal and written communication skills. Proficiency in Microsoft Office, General Accounting Spreadsheets, and experience in Data Information Systems such as (Anthology & Blackbaud) are highly desired. Must be able to supervise others, make informed decisions when managing his/her direct departments, and make significant contributions as a member of the Executive Leadership Team.

How to Apply

Qualified individuals should email their resume including a cover letter with salary requirements to the attention of Human Resources at jobs@manor.edu, and the subject line should read Vice President of Finance & Facilities.

Equal Opportunity Statement

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law.