

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 571 full-time and part-time students and offers 30+ 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.

Job Types: Full-Time, Exempt, 12 Month Position

Reports To: President

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.
- Partners with the President and the Executive Leadership Team on operational and strategic plans providing recommendations based on financial analysis and projections.
- Oversees capital and operational and budgetary planning in alignment with the Strategic plan.

Responsibilities Include:

- Manages the Business Office operations including cash disbursements, banking, accounting, purchasing, accounts payable, check preparation and distribution, payroll, and financial reporting.
- Maintains financial information according to the guidelines set forth by the State of Pennsylvania, under generally accepted accounting practices.

- Administers and manages the College's financial budget and planning.
- Conducts long and short range financial analysis, planning and forecasting of College programs, cost, and projects.
- Coordinates the annual financial audit, Forms 990 and 5500 reporting and pension plan 403(b) audits for the college
- 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.
- Leads all external audit; Oversees all audit requests and reconciliations.
- Reviews payroll for accuracy and approval; Forecasts and monitors current payroll providers relevance to the college.
- Monitors and resolves all insurance issues and claims including running MVR reports for potential drivers.
- Manages relationship with insurance brokers, and bankers (cash, commercial operations and lending); Perform the monthly closing process and reconciliations including the bank reconciliations.
- Prepares quarterly report to the sub committees of the Board for the Finance, Investment and Audit committees.
- Serves as an Administrator on the College's Executive Leadership Team.
- Requires handling confidential and sensitive information in a professional manner at all times.
- Directs supervision of the following departments which includes: Business Office, Director of Financial Aid, Director of IT, Facilities Plant, Cafeteria Services, Mail Service, and Insurance Services.
- Other duties may be assigned at the discretion of Manor College's President.

Successful Candidates:

The successful candidate will have a Master's Degree in Finance or Accounting, CPA Certification required and a minimum of 10 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 direct departments, and projects. Must have the proven ability to access a variety of external databases and search for information pertinent to college operations, policies and procedures.

Strategic thinking skills and ability to problem-solve and make thoughtful decisions. Initiative and ability to work independently, but also as a team member or leader as required. Able to manage and direct multiple projects simultaneously. Strong organizational and analytical skills required.

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.

Confidential screening of applications will continue until the position is filled.

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.