

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Assistant Vice President for Finance and Administrative Services

Department: Business Office

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Core Commitments

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees are expected to embrace these expectations and to model them in their behavior.

- *Commitment to the essentials of the Christian faith*
- *Commitment to the vision and mission of Oklahoma Baptist University*
- *Commitment to active membership in a local evangelical church*
- *People are treated with dignity and respect*
- *Relationships are built on honesty, integrity, and trust*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*

Overview

Oklahoma Baptist University has an exciting opportunity for an experienced and highly motivated finance and accounting leader to join our Business Services team. The successful candidate will provide leadership in the Finance/Accounting teams. As the successful candidate, you will be responsible for financial and tax reporting, serve as the liaison with outsourced vendors and assist the Chief Financial Officer with the budgeting process.

Job Role and Responsibility

- Coordinate and manage investment of University operating, restricted and endowment funds
- Prepare internal and external financial reports for the institution, including but not limited to the following:
 - IPEDS financial survey and other surveys as needed
 - Financial reports for the Department of Education and other governmental reporting agencies as needed
 - Development reports and fundraising proposals as needed
- Coordinate preparation of tax returns, including IRS Forms 990 and 990T and Oklahoma Form 512E, for OBU and related entities
- Prepare annual financial statements and coordinate external audit for OBU and OBU Authority and other related entities
- Assist CFO with budget planning, preparation and monitoring
- Coordinate activities of the OBU Authority and other related entities including approval of monthly journal entries, preparation of annual financial statements and handling of issues and reporting related to new and existing debt issues
- Serve as liaison with outsourced vendors including the following: bookstore, vending, copy center, mail room, food services and custodial services
- Monitor accounting, fiscal operation and internal control policies and procedures to ensure

- compliance with government regulations and generally accepted accounting principles
- Recommend changes to policies and procedures as needed to enhance accurate and timely financial reporting and/or fiscal management efficiencies
- Perform additional duties as assigned by the Chief Financial Officer

Knowledge and Skills Required

- Advanced knowledge of accounting principles and practices, analysis and reporting of financial and other accounting data, administrative procedures and systems, and business operations
- Ability to review and analyze financial information and documents
- Ability to communicate effectively both orally and in writing, organizing and presenting facts and opinions so that others can understand
- Ability to establish and maintain effective working relationships with others
- Ability to handle stressful situations in a fast-paced environment
- Possess high standards of conduct, appearance and attitude
- Possess strong analytical skills
- Proficient with hardware and software tools in the accounting discipline

Qualifications, Experience and Education:

- **Required:** 10 years of accounting experience
- **Required:** Bachelor's degree in Finance or Accounting
- **Required:** CPA Certification
- **Preferred:** MBA
- **Preferred:** 5 years' accounting experience in higher education