



Position Description: United Lutheran Seminary Chief Financial Officer

On July 1, 2017, two historic Pennsylvania institutions, Gettysburg and Philadelphia Seminaries will join together and form the United Lutheran Seminary (ULS). The ULS Board of Trustees is expected to elect a new president in late April. This consolidated “new school” on two campuses seeks a Chief Financial Officer to provide oversight for all fiscal operations and to consolidate the two financial services offices. ULS will have an annual operating budget of approximately \$10.5M (including the Seminary Ridge Museum), and will have total assets exceeding \$110M, inclusive of endowment and trust assets of approximately \$55M. The incumbent will need to spend considerable time on the two campuses, separated by 140 miles, reporting to the ULS president. The senior administrator will provide expert financial analysis and strategic guidance to the president, oversee 2-3 staff accountants, work closely with the Treasurer and other Seminary officers; s/he will need to establish systems for capital planning and analysis, fiscal strategic planning and budgeting, financial management and reporting; and will oversee the annual audit processes. The CFO also serves the Seminary’s auxiliary entities as Treasurer; principally the Seminary Ridge Museum, two Endowment Foundations, and the Eastern Cluster of Lutheran Seminaries.

Core Responsibilities:

- Direct the responsibilities of finance staffs at two campuses initially, and implement the consolidation into a single administrative unit
- Work with other senior staff members in a cohesive team, providing regular updates on financial position, budget performance and revenue/cost contingencies
- Generate financial reports, oversee budget development and audit preparation and presentation to stakeholders for United Lutheran Seminary and all its auxiliaries
- Establish and maintain a strong system of internal controls, ensuring fiscal management includes adequate segregation of duties and appropriate approval processes
- Demonstrate and ensure the highest degree of fiscal integrity with all stakeholder groups, including senior staff, donors, boards, accreditors and governmental agencies
- Manage system of intricate fund accounting including various endowment funds and temporarily restricted funds
- Collaborate with joint venture partners, including oversight of the complex tax credit “structure” with PNC Bank surrounding the Seminary Ridge Museum project
- Support overall institutional strategic planning and bear primary responsibility for cash flow projections, capital budgeting and all fiscal aspects of future campus development projects

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Qualifications:

- Degree in Accounting or Finance
- CPA designation welcome, but not mandatory
- Significant finance experience with not-for-profit institutions
- Ability to lead through changes in complex operational environment
- 5+ years of effective leadership within an Executive Management Team
- Strong organizational and leadership skills in a collegial bi-campus team culture
- Ability to communicate well across all levels of institution and with external partners
- Ability to analyze financial data and prepare and interpret financial reports and projections
- A strong working knowledge of tax credit financing, endowments, investment management; real estate development and management experience is desirable

Salary and Benefits:

Commensurate with experience and qualifications; and competitive with peer institutions of comparable size; health benefits and pension provided through the Evangelical Lutheran Church in America's outstanding *Portico Benefits*.