



Chief Financial and Administrative Officer (CFAO)

Central Seminary

Central Seminary, headquartered in Shawnee, Kansas, celebrated its 120th anniversary in 2021. From its founding, Central has worked to continually adapt to the ever-changing world. Our faculty and staff are dedicated to creating an inclusive learning environment where students from varied ethnic, geographical, and theological backgrounds can pursue postsecondary seminary education that is accessible, affordable, and effective.

While our administrative headquarters is in Shawnee, the seminary's community of faculty and students extends well beyond with 9 other sites in seven states and 2 international educational partnerships. In the fall of 2021, Central enrolled 456 students in our diploma, master, and doctoral level programs, which are offered in both English and Korean. Those students are scattered across 13 different states within the U.S. and in 10 countries and hold citizenship from 12 countries. In recent years, our seminary has been on the leading edge of providing theological education that is inclusive of technological proficiency, and currently most course offerings are provided virtually.

Position Summary

Reporting to the President of Central, the Chief Financial and Administrative Officer (CFAO) is directly responsible for the management and oversight of Central's finances, facilities, owned/leased assets, information technology, benefit plans, and comprehensive insurance plans. As a member of Central's Leadership Team, the CFAO will be actively engaged in the development and implementation of Central's strategic plans.

Essential Functions

- Establish and develop strong relationships with Central's Leadership Team, Board of Trustees, and external partners.
- Establish credibility throughout the seminary and with the Board as an effective developer of solutions to challenges and creator of opportunities that help to optimize Central's operations and further its mission.
- Foster a success-oriented, forward-looking, accountable environment within Central.
- Develop a calendarized annual financial plan (Operating Budget) that is approved by Central's Board of Trustees.

- Provide timely and accurate reporting of monthly and YTD financial results in accordance with Generally Accepted Accounting Principles (GAAP), to include insightful and actionable analysis of financial results relative to the Operating Budget on a monthly basis.
- Develop a reliable cash flow projection process, reporting mechanism, and banking relationships that ensure adequate cash is available to meet Central's operating requirements.
- Work closely with Central's external auditing firm, transactional accounting firm, and internal staff to produce an annual financial report for approval by Central's Board that presents fairly, in all material respects, the financial position of the Seminary in accordance with GAAP and the Uniform Prudent Management of Institutional Funds Act (UPMIFA).
- Advise the President on long-term business and financial planning and be a trusted thought partner on same.
- Evaluate and advise the Leadership Team on the financial and operational impact of proposed programs and strategies, and regulatory and compliance requirements.
- Develop financial models and forecasting tools for integrated institutional planning.
- Ensure that areas of responsibility are in compliance with federal, state, local, accreditor, lender, and all other applicable regulatory and legal requirements.
- Oversee and ensure effective management of Human Resources, Information Technology (external vendor), and Facilities and serve as the primary contact for external legal counsel.
- Work closely with the President and Board on the strategic and operational management and oversight of Central's investment funds in accordance with UPMIFA and serve as the primary contact for the investment manager/consultant.
- Implement effective internal and external financial controls and proactively monitor adherence to resulting policies and procedures.
- Enhance and/or develop, implement, and enforce policies and procedures by way of systems that will improve the overall operation and effectiveness of Central.
- Forecast and monitor Central's U.S. Department of Education's Composite Score Calculation.
- Serve as the Board liaison (working with and/or through the President) on all financial matters, ensuring they have the necessary information on a timely basis to effectively fulfill their fiduciary and governance responsibilities.

Competencies/Success Attributes

- Integrity, credibility, professionalism, and commitment to Central's mission
- Strong business acumen
- Financial management
- Strategic thinking
- Leadership/mentorship
- Proactive communicator
- Collaborate effectively with Central's Leadership Team and external constituents
- Sound judgment
- Problem solving/analytical mindset

- Initiative
- Negotiating skills

Required Education and Experience

- Bachelor's degree in financing or related field required. Master's degree or CPA certification preferred.
- ~Ten years of financial and administrative experience with a demonstrated track record of accomplishment and career progression.

Technical Skills

High Proficiency in Microsoft Office applications

To Apply

Send letter of interest, resume, and salary expectation to apply@cbts.edu by January 28, 2022.