

Job Opening

PIU is a Christ-centered, missional, community that prepares students with a biblical worldview for leadership and service in life, work & ministry in the community and around the world. As an ethnically diverse learning community, PIU seeks employees who are culturally, ethnically, and academically sensitive to the wide array of needs represented by our student body. Pacific Islands University is currently looking for candidates to fill the position of:

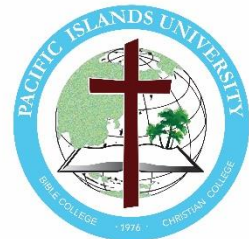
Vice President for Administration and Finance (CFO)

JOB DESCRIPTION:

The Vice President for Administration & Finance (CFO) oversees the finances and operations of the University, providing regular financial reporting and forecasting, administrative data, and business planning to the Administrative Council. He or she collaborates with the Administrative Council in setting educational standards and goals for the university, and establishing the policies and procedures required to achieve them; manage and provide inputs to the Office of the President, including involvement with human resources, IT, and governance of day-to-day operations. He or she is also responsible for all financial and fiscal management aspects of the college operations and provides leadership in the administrative, accounting and budgeting efforts of the university.

REQUIRED SKILL HIGHLIGHTS:

- Master's degree in Business, Human Resources, Administration, or Finance.
- Must possess at least three years of administrative experience in the field of higher education.
- Must possess skills in the areas of planning, budgeting, assessment, human resources and modern office management practices and procedures.
- Must have the ability to respond to common inquiries from faculty, administrators, and faculty and must have the ability to effectively present information to administrators, faculty, and the wider university community.
- Must be self-motivated and well organized.



Send your resume to hr@piu.edu

JOB DESCRIPTION

Job Title	Vice President for Administration & Finance (CFO)
Location:	Guam
Reports to (Title):	President
Classification:	Staff
Job Description:	<p>The Vice President for Administration & Finance (CFO) oversees the finances and operations of the University, providing regular financial reporting and forecasting, administrative data, and business planning to the Administrative Council.</p> <p>He or she collaborates with the Administrative Council in setting educational standards and goals for the university, and establishing the policies and procedures required to achieve them; manage and provide inputs to the Office of the President, including involvement with human resources, IT, and governance of day-to-day operations. He or she is also responsible for all financial and fiscal management aspects of the college operations and provides leadership in the administrative, accounting and budgeting efforts of the university.</p>
Duties and Responsibilities:	<ul style="list-style-type: none"> • Supervises institutional effectiveness and assessment; human resource administration, information technology, financial and operational support for the university; • Oversees PIU Accreditation/Compliance efforts; • Establish and oversee the yearly budget of the college. • Coordinate the preparation of financial statements, financial reports, special analyses, and information reports. • Oversee and coordinate all university publications; • Manage and coordinate special projects as determined by the Administrative Council on behalf of the university which are of strategic concern and importance to the university; • Coordinate activities with other university personnel as a support member of the Administrative Council; • Support the Office of the President by providing input and development of agendas for Administrative Council meetings; • Aid in program direction and perform other tasks as assigned by the Office of the President; • Complies with all applicable FERPA regulations by refraining from sharing confidential student information and any personal issues shared by a student. Sharing with select personnel on a needs-to-know basis.
Job Qualifications:	The Vice President for Administration & Finance (CFO) is a technical position that requires the service of a person with a Master's Degree or the equivalent experience in higher education administration. He/she must possess the

	<p>ability to make sound decisions, organize work efficiently and must have knowledge of leadership practices gained through work experience and formal education. Therefore, the qualified Econometrics Advisor to the President:</p> <ul style="list-style-type: none"> • Preferred Master’s degree in Business, Human Resources, Administration, or Finance. • Must possess a high degree of proficiency in QuickBooks and Microsoft Office applications. • Preferably at least three years of administrative experience in the field of higher education. • Must possess skills in the areas of planning, budgeting, assessment, human resources and modern office management practices and procedures. <i>Combined skills are a plus.</i> • Must have the ability to respond to common inquiries from faculty, administrators, and faculty and must have the ability to effectively present information to administrators, faculty, and the wider university community. • Must be self-motivated, well organized and able to accomplish multiple and complex tasks in a timely and expeditious manner. • Must provide a pastoral reference that shows an exemplary Christian testimony and active participation in a local church fellowship. • Must sign a statement showing agreement with the institutional doctrinal statement. • Must possess the desire to minister to students and staff.
Hours / Overtime:	40 hours / Overtime Exempt
Compensation:	<ul style="list-style-type: none"> • \$40,000 annual salary • Guam Health insurance