

Job Description

Employee's Name:	
Job Title:	Vice President of Administration
Primary Accountability:	President
Department:	Administration
Exempt Status:	Exempt
Position Type:	Full-Time, At Will
Employee Type:	Executive
Faculty Role:	n/a
Number of Hours per Week:	45

Aim:

The Vice President of Administration for Bethlehem College and Seminary shall earnestly seek to spread a passion for the supremacy of God in all things for the joy of all peoples through Jesus Christ by leading the administration of Bethlehem College and Seminary with full integrity to the glory of God. The Vice President of Administration shall maintain a Christian spirit of love and service toward the Bethlehem College and Seminary staff, faculty, and students, in accordance with Bethlehem College and Seminary's mission and *Community Declaration*.

Qualifications and Requirements:

The Vice President of Administration will be a man who fulfills the elder qualifications found in 1 Timothy 3:1–7 and Titus 1:5–9, who diligently seeks a vital and growing personal relationship with the Lord Jesus. He will be a member in good standing of Bethlehem Baptist Church ("BBC"), The North Church ("TNC"), or a local Treasuring Christ Together church, or, if not a member when initially hired, become a member as soon as possible, ideally completing the membership process within three (3) months of the date that employment begins. He must joyfully embrace the Bethlehem College and Seminary Affirmation of Faith, and be able not only to affirm it but to winsomely commend its truths to others.

He should have qualifications and experience that would enable him to fulfill the varied duties of a lead administrator. He should possess effective leadership, financial, and operational skills, interpersonal abilities, be a team player, and be committed to the local church. He should strictly

maintain appropriate confidentiality according to the guidelines set forth in the *Employee Handbook*, *Community Declaration*, and the church's *Relational Commitments*. He should sign the *Employee Handbook Acknowledgement Form*, *Mediation and Arbitration Agreement*, and must comply with all applicable school policies.

Educational Requirements

The Vice President of Administration should have a minimum of a Bachelor's degree (4-year) or equivalent.

Knowledge Requirements

The Vice President of Administration should be able to:

- Understand project management, budgeting, and standard accounting procedures.
- Effectively lead the institution's administrative functions. He should understand accounting, budgeting, facilities, information technology, human resources, project management, and risk management. He should be wise, discerning, decisive, sensitive, tender, and firm. He should be a self-starter, problem solver, and an initiative-taker. He needs to have significant interpersonal skills, including the ability to maintain confidentiality when appropriate.
- Use computers in his day to day work, including various electronic means of communication. He should also have a basic grasp of Sage, Word, Excel, Dropbox, and other software that is used throughout the administrative offices.

Work Experience Requirements

The Vice President of Administration should have:

- Proven effective relational and communication skills.
- Proven ability to lead, supervise, and coach staff.
- Proven track record of punctuality, attention to detail, reliability in communication, financial analysis, budget and project management, multitasking, and tolerance for ambiguity.
- Proven organizational and systems creation skills.

Essential Responsibilities:

Level of Responsibility

The VP of Administration has overall managerial control and decision making responsibility for the Administration department. He determines and changes priorities in line with financial and organizational objectives. The Vice President of Administration reports to the President and will

work closely with the President on all significant financial matters and serve as a member of the President's cabinet.

As Vice President of Administration, he will...

- Lead, guide, and direct the institution's administrative functions, including accounting, human resources/payroll/benefits, information technology, and facilities.
- Oversee the organization's financial and business operations, including strategic planning, managing cash flow, debt, risk management, financial analysis, audits, taxation, budgets, endowment, banking relationships, legal and investment advisors.
- Oversee the organization's human resources operations, including organizational HR strategy, processes, payroll, benefits and conflict resolution.
- Oversee all facilities (owned and rented), campus safety/security, and auxiliary operations.
- Advise the president on all significant financial matters, providing timely, accurate, and actionable monthly and quarterly financial statements and analysis of the organization's business model and financial projections.
- Advise the board of trustees on financial and organizational matters requiring their approval.
- Manage and lead the following direct reports: HR Manager, Accounting Manager, Facilities Coordinator, Events Manager, and Auxiliary Business Operations (or their equivalent positions).

EXPECTATIONS:

The VP of Administration will work an average of 45 hours per week during regular business hours (Monday - Friday, 9 am - 5 pm). Additional hours will be required during beginning and end of year events, and travel. This job description is a general summary of key requirements and may not include every task that the employee be asked to perform.