



POSITION TITLE: Assistant to the Vice President of Finance

SUPERVISOR: Vice President of Finance

DESCRIPTION: The person serving in this position assists the VP of Finance with all responsibilities related to the business and finance operations of Criswell College, primarily through administrative support and project management.

SCHEDULE: Normal office hours will be Monday through Friday 8:15am – 4:30pm. However, events and campus activities will sometimes require evening and weekend participation.

SALARY: \$23,826 - \$35,000 depending on experience

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Assists the VP of Finance in day-to-day coordination and management of business operational activities.
2. Arranges and schedules meetings for the VP of Finance.
3. Works with the VP of Finance to design, implement and improve systems and processes that directly impact operations
4. Provides leadership or support for a variety of business office projects, coordinating and managing project tasks to ensure project delivery within allotted budget and timelines.
5. Prepares expense reports and purchase orders, maintains Business Division files, processes incoming mail, and manages general office needs
6. Prepares correspondence and reports as necessary
7. As the VP of Finance's liaison, works closely with college departments (police, information technology, physical plant, institutional effectiveness, human resources, student services, communications, development, academic affairs) and the President's office in order to facilitate institutional teamwork.
8. Serves as backup for other job positions when required.
9. Records and distributes minutes for the weekly Directors Meeting.
10. Completes all other tasks assigned by the VP of Finance.

POSITION SPECIFICATIONS and KEY COMPETENCIES:

1. Is in complete accord with the objectives and philosophies of the college and an evangelical Christian in harmony with the College's Articles of Faith.
2. Administrative and project management experience.
3. Excellent time management skills, and the ability to organize and prioritize work
4. Demonstrates flexibility and 'team spirit;' ability to multi-task; possesses analytical skills

5. Excellent and professional customer service skills, by phone, in person, and written, with all institutional constituents
6. Demonstrates excellent verbal and written communication skills
7. Discreet in all confidential matters
8. Ability to work independently, and as a team member
9. Ability to meet deadlines
10. Proficient in computer technology especially Microsoft Office applications
11. Proactive and enthusiastic about delivering positive results

Send inquiries to: Criswell College, attn. Martha Batts, mbatts@criswell.edu, 4010 Gaston Avenue, Dallas, TX 75246 (214) 818-1317.

This job posting will remain active until the position is filled.