

Vice-President Administration & CFO

University Overview:

Since 1975, Sofia University has aspired to be a leader in transformative higher education offering students an education that transcends beyond a traditional learning environment. Sofia students, staff, and faculty are passionate individuals that recognize the need to be a part of something greater than themselves and seek opportunities that will provide them with the tools to empower themselves and their community. As Sofia continues to grow as a University, it remains committed to its transformative transpersonal values, as well as maintaining a high-quality and diverse workforce representative of the community it services.

Sofia University is WSCUC accredited and offers undergraduate, graduate, and doctoral degree programs in the fields of psychology, business and computer science. Located in Palo Alto, California, the University provides both on campus and online programs, giving students the flexibility to pursue an education rooted in transformative and transpersonal values, in a format that best suits their schedule and needs.

Sofia University is an equal opportunity employer.

Position Summary:

Reporting to and acting as a key advisor to the President, the Vice-President Administration & CFO is the senior administrative officer for Sofia University having authority over, all non-academic affairs including the financial, operational, business and investment interests of the University. This includes HR, Financial Services, Information Technology Services, and Facilities Management. The Vice-President Administration & CFO is responsible for coordinating and managing the university's operating and capital budgets and for safeguarding and optimizing return on the university's assets; financial and HR; and operating, capital, and other revenues and expenditures annually.

The position is responsible for providing proposals, reports and recommendations to the Board of Trustees, and its Finance and Audit Committee, as directed by the President. The VP Administration & CFO provides support to the Board of Trustees and its committees in the fulfillment of its governance responsibilities. This position contributes to the development, and has shared responsibility for, the successful implementation of a strategic plan that establishes goals, identifies key strategic issues and sets objectives and plans. In the context of Sofia University's strategic and operating plans, the Vice-President Administration & CFO recommends annual personal performance objectives to the President and reports on progress against those objectives quarterly and annually.

This is an exciting opportunity for a visionary and innovative leader to understand the challenges inherent in providing financial and operational leadership in a for-profit institution of higher education in California. They will appreciate that the primary goal of Sofia University is to provide high quality educational experiences and services to students that are reflective of their needs and that of their employers and respective communities in a financially and operationally sustainable manner.

The ideal candidate will have strong financial acumen gained through working with a for-profit higher education organization, as well as a demonstrated track record of broad leadership and operations management experience in the HR or IT functional area.

Requirements:

- In-depth knowledge of all applicable laws, regulations, guidelines, and contracts, such as California Education Code, Title 5 Regulations, OSHA Regulations, Federal and State Labor laws.
- Strong knowledge of finance and accounting practices with emphasis on university or college resource management.
- Accounting and bank handling skills.
- Experience in an educational environment and understanding of enterprise operations.
- Strong supervisory and management skills with a proven track record of being a respectful administrative leader and skilled manager.
- Ability to communicate complex budget and financial proposals and presentations to a diverse audience.

Minimum qualifications:

- CPA designation.
- Master's degree, preferably in Business Administration or a related field, or Bachelor's degree with three (3) years of experience from which similar skills, abilities, and knowledge have been acquired.
- Three (3) years administrative leadership experience in planning, developing and implementing a complex budget, including forecasting and analysis of financial issues.
- Three (3) years of significant experience in managing a wide range of financial matters, budgeting for a complex organization and other experience that demonstrates the ability to function effectively as a senior administrator in a for-profit, dynamic and innovative university.

Preferred Qualifications:

- Three (3) to five (5) years progressively responsible financial leadership in the private sector or educational sector with focused experience in developing fiscal strategies, budget preparation and administration, and capital development in complex, dynamic and international higher education.
- Additional administrative experience in one or more of the following areas: HR, IT and facilities operations.
- Mandarin proficiency is an asset.

Application:

- Please submit your application to renate.krogdahl@sofia.edu. In your application, please provide information, which demonstrates your understanding of, and interest in this newly created position.

- Additionally, you will be asked to explain how your life experiences, studies or work have influenced your interest in this position.
- A cover letter addressing your qualifications for the position.
- A current resume of all work experience, formal education and training.

Conditions of employment:

Position: Full-Time, Contract, 12-months per year

Starting date: July 1, 2020

Salary is competitive and based on the applicant's qualifications and experience. Annual salary plus excellent benefits package which includes coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, and basic life insurance.

The successful applicant will be required to provide proof of authorization to work in the U.S.