Vice President for Finance and Administration
Belhaven University | Jackson, Mississippi

About Belhaven University

Belhaven University is a Christ-centered evangelical university that combines innovative, academically innovative education with the enduring principles of scholarship, service, and biblical truth. Its motto, "to serve, not to be served," expresses a mission that shapes its academic programs, institutional priorities, and approach to leadership.

"Our Standard is Christ" reflects Belhaven's commitment to honoring the Lord in all it does. Located in Jackson, Mississippi, the University serves nearly 9,000 undergraduate and graduate students, including approximately 1,000 traditional students on its Jackson campus. An early innovator in accelerated adult education, Belhaven has also been a leader among Christian institutions in developing robust online degree programs.

Belhaven invites applications and nominations for **Vice President for Finance and Administration**, a senior leadership position reporting directly to the President. The Vice President provides strategic leadership for finance, human resources, and campus operations, ensuring that the University's resources, people, and facilities support its Christian mission and educational priorities.

The Leadership Opportunity

Belhaven is in a strong financial position and has experienced substantial growth in enrollment and revenue. At a time when much of higher education faces significant financial pressure, the University offers an experienced leader the opportunity to build on this foundation and help prepare the institution for continued strength and service.

The Vice President will work closely with the President and institutional leaders to align financial and operational decisions with university priorities. This role calls for a leader who combines strategic judgment with practical management, communicates clearly, and approaches stewardship as an expression of Christian service.

Financial Leadership and Institutional Stewardship

The Vice President will lead the University's financial management and planning, supporting sound decisions, disciplined stewardship, and long-term financial strength.

Responsibilities include:

- Leading annual budget development and management, aligning resource allocations with institutional priorities and available revenue.
- Overseeing accurate, timely financial reporting and providing clear analysis to support leadership decisions.

- Managing cash flow, liquidity, and investments to meet current obligations and support long-term institutional needs.
- Directing long-range financial planning, forecasting, and scenario analysis to evaluate opportunities, anticipate challenges, and guide sustainable growth.
- Overseeing the annual audit and maintaining effective internal controls, financial policies, and accounting practices.
- Ensuring compliance with applicable financial reporting requirements and regulatory obligations.
- Coordinating institutional risk management and insurance coverage to protect University resources and operations.
- Partnering with academic and administrative leaders to evaluate proposed initiatives, strengthen financial accountability, and support effective use of resources.

Human Resources and Organizational Excellence

Belhaven's mission depends on employees who bring professional excellence, a commitment to service, and shared dedication to its Christian purpose. The Vice President will strengthen the systems, policies, and workplace practices that help employees contribute effectively to that mission.

Responsibilities include:

- Overseeing onboarding, compensation, benefits, workforce planning, and retention practices.
- Advancing effective performance management, employee development, and organizational accountability.
- Ensuring responsible management of employee relations, personnel policies, employee records, and regulatory compliance.
- Supporting a collaborative, respectful, and service-oriented workplace consistent with Belhaven's Christian mission.
- Helping institutional leaders align staffing priorities with organizational needs and financial resources.
- Promoting clear communication and consistent application of human resources policies across the University.

Facilities and Campus Operations

Belhaven's well-maintained campus is an important part of its identity and student experience. The Vice President will provide strategic oversight of campus facilities and operations, preserving the quality of the physical environment while preparing for evolving academic and institutional needs.

Responsibilities include:

- Leading facilities operations, maintenance, housekeeping, capital planning, and infrastructure stewardship.

- Developing responsible approaches to preventive and deferred maintenance, facilities renewal, and long-term campus investment.
- Overseeing construction, renovation, and campus improvement projects, with attention to scope, cost, schedule, and quality.
- Managing facilities budgets, contracts, utilities, and vendor relationships while identifying opportunities for efficiency and responsible resource use.
- Ensuring appropriate emergency preparedness, operational continuity, regulatory compliance, and risk management within campus operations.
- Aligning facilities planning and investment with academic, residential, athletic, student life, and administrative priorities.
- Maintaining a welcoming, attractive, and functional campus environment that supports students, employees, and visitors.

Qualifications and Leadership Attributes

Candidates must hold a **CPA credential** and bring substantial experience in financial management and organizational leadership. The successful candidate will demonstrate the ability to lead finance, human resources, and operational functions within a complex organization.

Higher education experience is preferred but not required. Candidates from business, nonprofit, healthcare, and other complex organizations are encouraged to apply if they bring relevant financial, human resources, and operational leadership experience.

The University seeks a leader who demonstrates:

- A deep personal commitment to Jesus Christ and wholehearted support for Belhaven's evangelical Christian mission.
- An understanding of this position as service to an institution committed to preparing students to think biblically and serve faithfully.
- Strong financial judgment, analytical skills, and the ability to connect long-term strategy with daily operations.
- A record of integrity, sound stewardship, and responsible organizational leadership.
- The ability to explain complex financial and operational matters clearly and support informed decisions.
- A collaborative leadership style that builds trust, develops employees, and establishes clear expectations and accountability.

Applications and Nominations

Submit a letter of interest and résumé to **Dr. Roger Parrott** at President@Belhaven.edu. The letter should address the candidate's relevant leadership experience and commitment to Belhaven University's Christian mission. https://www.belhaven.edu/about/mission/).

Nominations are welcome.