

BARCLAY COLLEGE

607 N. KINGMAN – HAVILAND, KANSAS 67059
(620) 862-5252

Job Posting: Vice President of Business Services

Position Posting: July 20, 2026, until filled.

Job Title: Vice President of Business Services/Chief Financial Officer

Summary: Barclay College is seeking a Vice President of Business Services (CFO) to provide leadership and oversight for the College's financial, business, and support operations. Working closely with the President and other senior leaders, the Vice President will promote sound financial management, effective operations, and responsible stewardship of institutional resources. They will also foster collaboration across departments and oversee the development and review of key measures related to the College's financial health and operational performance.

Institution: Barclay College
Haviland, KS

About Barclay: Barclay College is a vibrant, evangelical institution that is grounded in the Evangelical Friends tradition and exists to "prepare students in a Bible-centered environment for effective Christian life, service, and leadership."

Status: Full-Time

Required Qualifications:

- Clear, well-articulated Christian testimony and a vision for biblical higher education.
- Bachelor's degree in business, accounting, finance, or a related field, or equivalent experience.
- Leadership experience in business, finance, accounting, or organizational administration.
- Demonstrated knowledge of financial management, budgeting, accounting principles, and internal controls.
- Ability to analyze complex financial information and communicate it clearly to a variety of audiences.
- Strong leadership, organizational, interpersonal, and problem-solving skills.
- Agreement with Barclay College's Mission Statement and Statement of Faith, along with all other doctrinal statements required by the college.

Preferred Qualifications:

- Master's degree in business, accounting, finance, or a related field.
- Certified Public Accountant (CPA) or other relevant professional certification.
- Experience in higher education finance or non-profit administration.
- Evangelical Friend or Christian Friend (Quaker).

Responsibilities:

- Provide strategic leadership for Barclay College's financial, business, and support services while advancing its mission and long-term sustainability.
- Serve as the College's chief financial officer and treasurer, providing leadership and oversight for all Business Office operations and personnel, including accounting, budgeting, financial reporting, accounts payable, accounts receivable, payroll, cash management, investments, debt management, and long-range financial planning.
- Provide leadership and oversight for student financial services, including student accounts, financial aid administration, billing, and related Business Office functions.

- Oversee the accurate receipt, recording, acknowledgment, and reconciliation of gifts and other institutional revenues in coordination with the Advancement Office, ensuring compliance with donor intent and applicable accounting standards.
- Oversee institutional purchasing and procurement practices to ensure responsible stewardship of College resources and compliance with institutional policies.
- Ensure the timely and accurate processing of payroll and employee benefits in compliance with institutional policies and applicable federal and state regulations.
- Ensure the timely payment of the College's financial obligations while maintaining appropriate internal controls, cash flow management, and vendor relationships.
- Prepare the annual operating and capital budgets in collaboration with the President and Cabinet and provide ongoing financial analysis and recommendations throughout the fiscal year.
- Ensure accurate financial records are maintained in accordance with generally accepted accounting principles (GAAP), applicable laws and regulations, and institutional policies.
- Oversee the preparation of monthly and annual financial statements and present financial information to the President, Cabinet, Business Services Committee, and Board of Trustees.
- Coordinate the annual independent audit and preparation of the College's IRS Form 990 and other required financial reports.
- Maintain appropriate internal controls and financial policies to safeguard institutional assets and promote sound stewardship.
- Review and oversee major business contracts, leases, and vendor agreements, making recommendations to the President as appropriate.
- Oversee the College's insurance programs, risk management efforts, and related business functions.
- Monitor institutional cash flow, investments, debt obligations, and financial performance, recommending corrective action when necessary.
- Recruit, supervise, develop, and evaluate Business Office personnel and other assigned departments.
- Lead long-range financial planning, capital planning, and financial modeling to support institutional decision-making.
- Develop, review, and monitor key financial and operational performance indicators, providing regular analysis and recommendations to institutional leadership.
- Ensure compliance with federal, state, accreditation, lending, and donor reporting requirements related to the Business Office.
- Serve as a member of the President's Cabinet or leadership team as assigned, contributing to institutional planning, policy development, and strategic initiatives.
- Perform other duties as assigned by the President.

Compensation and Benefits

- Salary is commensurate with experience. Barclay College offers a comprehensive benefits package.

Interested applicants should email a cover letter and curriculum vitae to:
Derek Brown, Ph.D.
President

derek.brown@barclaycollege.edu

<https://www.barclaycollege.edu/about-barclay/employment/>