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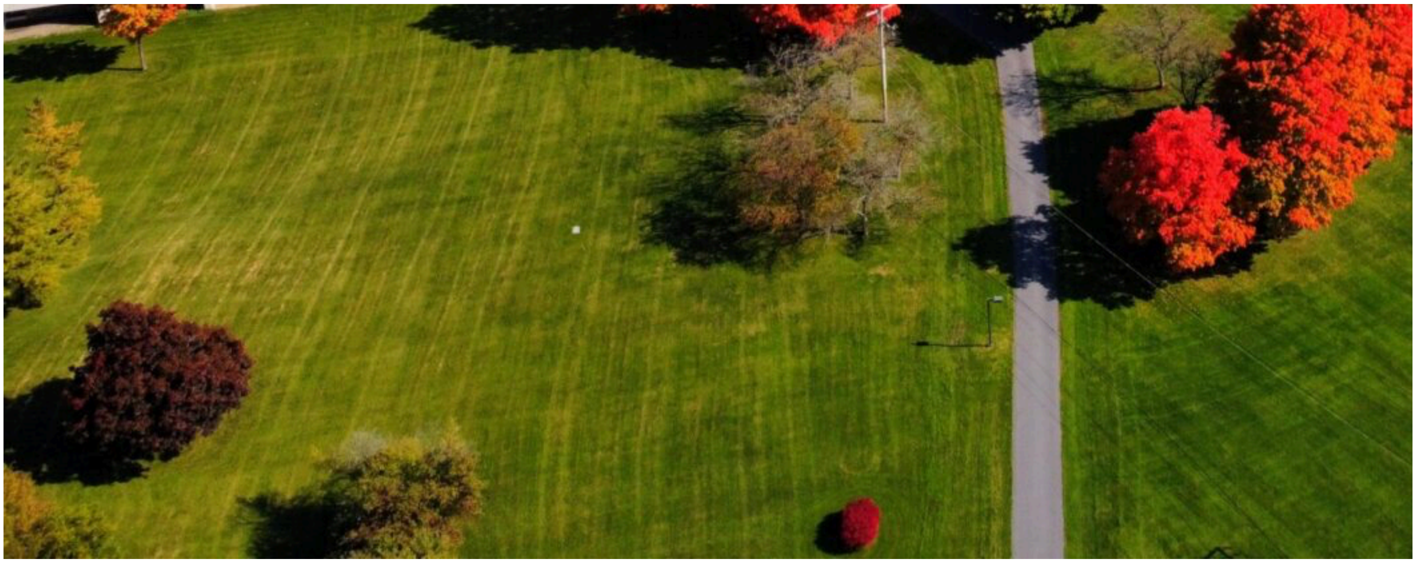

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- Seneca Falls, NY
- Northeast College of Health Sciences
- $200,000 - $205,000
- Managing Budget: $31 million
- Reports to: Dr. Michael Mestan, President

Vice President of Finance

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Michel R. Frendian Private PK-12 School Practice Leader and Senior Consultant

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Northeast College of Health Sciences (Northeast College) seeks an experienced, collaborative, and entrepreneurial finance leader to serve as its next vice president of finance. The anticipated start date is December 2025, and the position is eligible for Northeast College's hybrid work program.

Responsibilities of the Position

The vice president of finance (VPF) serves as a key member of the senior leadership team (senior staff) and reports directly to the president of Northeast College of Health Sciences (Northeast College). This officer-level role provides strategic oversight of all business and financial operations in support of the college's primary mission. The VPF will bring new and creative ideas for the overall financial and operational improvements to ensure the college's financial health and long-term fiscal vitality. This includes managing financial planning and analysis, budgeting, accounting, investments, risk, and compliance. The VPF engages and collaborates with all stakeholders at Northeast College, with particular coordination with data-rich partners such as academic affairs, enrollment management, and institutional effectiveness and compliance.

The VPF leads a team comprising nine staff members in finance and human resources and directly supervises the controller and director of human resources.

Selected primary duties of the vice president of finance include the following:

Organizational Leadership and Strategy

- Serve as a strategic partner to the president and senior staff to advance Northeast College's mission through sound financial stewardship.
- Lead the finance division to ensure institutional financial goals are met with integrity and accountability.
- Present and serve as a liaison to the board of trustees' audit and finance and investments committees.
- Provide financial analysis and recommendations to facilitate executive decision-making.
- Promote a culture of transparency, service, collaboration, and continuous improvement.

Financial Management

- Direct all financial accounting, reporting, and controls to ensure compliance with applicable standards and regulations.
- Oversee the development and management of the college's $31 million operating budget, which includes a $3 million capital budget.
- Lead cash flow forecasting, planning, and day-to-day cash management.
- Manage the college's $67 million investments and endowment with an emphasis on strong stewardship of funds.
- Identifies and secures strategic partnerships to create alternate revenue streams.

Compliance & Reporting

- Promote a continuous culture of ethics, integrity, accountability, and compliance at the college by ensuring adherence to federal and state laws and regulations and the college's policies and procedures.
- Establish procedures for accounting and maintaining records for all federal and state grants and appropriations, and prepare data for all required reports.
- Ensure timely and accurate financial reports for internal and external stakeholders, including regulatory agencies.
- Oversee financial audits and ensure resolution of any findings or recommendations.

Risk and Insurance Management

- Promote a culture of risk awareness within the college, empowering employees and offices/departments to participate in risk mitigation efforts.
- Develop and implement strategies to identify and mitigate risks, including implementing internal controls and establishing policies and procedures.
- Perform liability risk analysis for all College insurance and make recommendations to the president for a strategy that protects the college and is cost-efficient.
- Serve as a primary contact for the college's insurance providers and act as a compliance officer for issues affecting the college.

Human Resources Oversight

- Provide leadership and supervision to the Human Resources department.
- Ensure HR policies support institutional effectiveness, employee engagement, and regulatory compliance.
- Partner with the director of human resources to manage employee compensation and benefits budgets, retirement, and group health plan costs.

Qualifications and Characteristics of the Successful Candidate

Minimum requirements include a bachelor's degree in accounting or a related field; CPA certification or advanced degree (e.g., MBA, MAcc) in lieu of CPA certification; five years of progressive leadership experience in finance for a complex, multi-unit organization, including supervision and mentoring of staff; and excellent interpersonal and communication abilities.

The search committee is particularly interested in candidates with strong analytical, organizational, and problem-solving skills; proficiency in financial software; and the ability to thrive in a collaborative, team-oriented environment. Experience with higher education financial systems and regulations, and familiarity with institutional accreditation and federal reporting requirements are preferred but not required.

In addition to the qualifications stated above, key stakeholders indicated that the vice president of finance should be someone who is:

- A collaborative manager who can mentor and harness the energies and talents of the finance division.
- An interested and active listener.
- Able to embrace and support President Mestan's "ever-better" philosophy.
- Knowledgeable about financial strategies and finance-related performance metrics.
- Excited about a small and agile organization that is looking to grow.

- Skilled in leading and supporting organizational innovation.
- A critical thinker with the ability to balance financial discipline with informed risk-taking.
- Able to translate financial information to colleagues who are not finance experts.

History of the Position

Northeast College of Health Sciences has had impressive continuity in the vice president of finance position in the last two decades, with two highly successful leaders serving in the role since 2001. The current vice president is retiring after two decades of service to Northeast College, first as the college's controller for over 17 years, and as vice president of finance since 2022.

Opportunities and Challenges of the Role

Northeast College of Health Sciences' new vice president of finance will join a community characterized by a deep ethic of care for its students, faculty, and staff and a strong collegial culture across the college. This position is an outstanding opportunity for a finance leader who is energized by the prospect of collaborating deeply with the president, senior leadership team, board of trustees, and faculty and staff colleagues to build on Northeast College's momentum and strong financial position.

In transitioning to Northeast College, the VPF will encounter the following opportunities, priorities, and challenges, as shared by key campus stakeholders:

- The new vice president is joining a strong and collegial senior staff team, each of whom is a respected and experienced leader in their own right. The president and all colleagues on the senior staff are looking for a thought partner to engage with them in continuing to strengthen the college's financial position by crafting a cogent and strategic financial strategy, developing realistic medium- and long-term strategic financial plans, engaging effectively with the Board of Trustees, and providing financial insights to make the best possible business decisions and drive sustainable growth at the college.
- The college has historically been highly disciplined and strategic in its financial strategy and carries a low debt service in the form of tax-exempt bonds due to end in 2027. There is strong consensus among college leadership that the next VPF should continue this thoughtful approach to debt, while recognizing that debt might be a viable strategy in specific scenarios.
- The college is highly enrollment-dependent, with tuition and fees generating roughly 83 percent of college revenue. Within this context, the college is committed to strategically growing enrollment by introducing new academic programs. The new VPF will be a key collaborator and thought partner with the president and vice president of academic affairs on scenario planning as new academic programs are being considered and ultimately launched.
- In addition to growing enrollment, the college has a strong interest in exploring creative and sustainable ideas for diversifying revenue sources. The new VPF will provide leadership on evaluating and proposing mission-aligned auxiliary opportunities and external partnerships to further strengthen the college's financial viability.
- Like many of its peers, Northeast College has a complex and aging physical and technology infrastructure, and its current strategic plan prioritizes master planning and infrastructure development. A campus master plan was developed in 2024, and the current vice president of finance has utilized the master plan document to inform the five-year financial projections. The new VPF will need to become acquainted with both the master plan and the details of the five-year deferred maintenance schedule and continue to collaborate with colleagues on implementing the deferred maintenance program and updating and refining the college's financial projections.
- The national trend in the rising cost of health care and other employee benefits continues to impact the college's budget. The VPF will work closely with the director of human resources on broker selection, cost analysis, and implementation of measures to optimize benefits spending and attract and retain talent.

Measures of Success

The items listed below will define the vice president of finance's success throughout the first 12 – 18 months of employment:

- The VPF is viewed as a curious and collaborative leader and colleague on the president's senior staff and contributes at a high level.
- The VPF's relationship with the Board of Trustees is characterized by open and transparent communication, strong rapport and trust, and focuses on the big picture while providing the necessary insights and context for decision-making.
- The VPF has maintained a proactive, highly visible, and well-respected leadership presence on campus that is collegial and credible.
- The college's annual financial audits are completed successfully and in a timely manner.
- The VPF has communicated clear expectations for the finance division, and performance is carefully assessed, with delineated opportunities for growth and continual improvement identified and supported.
- The new VPF has demonstrated that they are process-driven and outcome-oriented.

Overview of the Finance Division

The division of finance at Northeast College is responsible for the following specialized functions and services:

- Accounts Payable
- Accounts Receivable/Student Accounts
- Audit and Financial Compliance
- Budget and Forecasting
- Financial Planning and Analysis
- Human Resources
- Payroll
- Risk Mitigation
- Treasury Management

Division of Finance Staff

- **Vice President of Finance**

- **Controller**
  - Associate Controller of Finance and Student Accounts
    - Student Accounts Billing Coordinator
  - Payroll Accountant
  - Accounts Payable Clerk
  - Finance Intern

- **Director of Human Resources**
  - Benefits Specialist
  - Human Resources Coordinator

Technology

- General Ledger: Microsoft Dynamics GP
- Financial Modeling: Synario
- Accounts Payable: Paymerang
- Student Information System: Jenzabar
- Human Resources: ADP Workforce Now

Fiscal Year

September 1 – August 30

2024 Form 990 and Audit Report

Institutional Overview

Northeast College of Health Sciences educates deeply dedicated and skilled professionals who powerfully advocate for their patients and professions. The college is committed to academic excellence, leadership, and professional best practices, and its student-customized curriculum ensures that graduates are fully prepared to build strong professional careers within the integrated, collaborative model that is the future of healthcare.

Northeast College currently enrolls approximately 600 students across a broad range of graduate-level integrative healthcare programs: Doctor of Chiropractic, Master of Science in applied clinical nutrition, Master of Science in human anatomy and physiology instruction, and Bachelor of Professional Studies (a degree completion program). Northeast College also offers residencies in diagnostic imaging and clinical anatomy. The college is embarking on an exciting period as it prepares to introduce five new degree programs at the associate's, bachelor's, and master's levels in the upcoming year.

Northeast College's 286-acre main campus in the heart of New York State's Finger Lakes region includes modern, state-of-the-art clinical and teaching facilities; an 8,000-square-foot research building; a multipurpose athletic complex; and a forest habitat that features a walking trail amidst 3000 native trees and shrubs of 25 different species, along with over 20 species of wildflowers.

In August 2024, the college received final approval to offer the Doctor of Chiropractic program at its Long Island location in Levittown, New York. This new Long Island campus is an evidence-based hub for chiropractic education and care in the New York City metropolitan region and reinforces Northeast College's commitment to providing accessible, high-quality health sciences education across New York State.

College Organizational Chart

Mission, Values, and Institutional Learning Objectives

2023 – 2028 Strategic Plan

2023 – 2024 Annual Report

Diversity, Equity, and Inclusion at Northeast College

Northeast College of Health Sciences is committed to ensuring all campus community members feel welcomed, respected, acknowledged, and safe. Recognizing that the diversity of its community is its strength, Northeast College fosters an equitable and inclusive environment where all members of the community thrive and is committed to instituting initiatives that support its diverse population.

Learn more about diversity, equity, and inclusion at Northeast College here.

Institutional Leadership

Northeast College's sixth president, Dr. Michael Mestan, is a second-generation doctor of chiropractic and has a proud history of leadership in the profession. He has worked as a chiropractor, chief resident during his diagnostic

Michael A. Mestan

President

imaging residency, professor of diagnostic imaging, and owner of a private radiology practice. In addition to publishing in peer-reviewed and indexed journals, serving on editorial boards for chiropractic-related journals, and being part of accreditation site visit teams, Mestan has held various faculty and administrative chiropractic college appointments. He currently serves on the board of directors of the Association of Chiropractic Colleges and has also served on the executive committee of the American Chiropractic College of Radiology.

President Mestan is committed to advancing Northeast College's quality and reputation as a premier educational institution and preparing students to become evidence-informed, people-centered practitioners in a competitive and highly transformative environment through a full range of complementary academic programs. Professionally, he has interests in academic capitalism, entrepreneurialism in higher education, and managing change. An evidence-informed and collaborative leader, he fosters synergistic interactions with his senior staff members individually and as a team.

Mestan has a BS in human biology and a Doctor of Chiropractic degree. He studied higher education leadership at the University of Rochester, earning both master's and doctoral degrees in educational administration, with a specialization in higher education.

Salary and Benefits Overview

The target hiring salary range for the vice president of finance position is $200,000-$205,000, commensurate with experience.

This position is eligible for full-time benefits as afforded to all full-time Northeast College of Health Sciences employees, including, but not limited to, comprehensive medical, prescription, dental, and vision insurance; retirement savings programs; paid time off and holidays; and life, accidental death, and disability insurance. Additional information regarding the full range of benefits can be found at

https://spelmanandjohnson.com/wp-content/uploads/2025/08/benefitsoffered-2025-Northeast.pdf

Application

Review of applications will begin **November 14, 2025,** and continue until the position is filled. To apply for this position, please click the Apply button, complete the brief application process, and upload your resume and position-specific cover letter. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895 or email info@spelmanjohnson.com.

Apply

Visit the Northeast College of Health Sciences website at www.northeastcollege.edu/

Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions, and employment practices.

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