



## POSITION PROFILE

### Director of Finance

*(Hybrid Work Schedule – 3 days/week in office)*

July 2025

*In partnership with Summit Search Solutions, Inc.*



# National University of Health Sciences

National University of Health Sciences (NUHS) was founded in 1906 as National College of Chiropractic (NCC) and remains the nation's premier institution for health science education.

NUHS is a leader in the growing field of integrative medicine and is respected worldwide for its success in balancing healing arts and science, combining broad-scope integrative medicine with patient-centered care. National University sets the standard in training for careers in health care and provides a dynamic atmosphere where students, faculty and clinicians of various complementary and alternative health professions work together in an integrative environment.

National University is an established champion of research, high admission standards, accreditation, and academic excellence for its professions. That's why students from across the globe choose NUHS to pursue higher education in health care. NUHS is forging new paths within the world of health care, based on understanding and cooperation with medical professionals from all disciplines.

NUHS has been led by Joseph P.D. Stiefel, President since 2013, who is committed to continuing the institution's focus on broad-scope primary care practice for its graduates, and deepening its commitment to integrative medicine.

National University offers several programs under various colleges, including:

## College of Professional Studies

- Doctor of Chiropractic Medicine
- Doctor of Naturopathic Medicine
- Doctor of Acupuncture
- Master of Acupuncture
- Master of Acupuncture with Herbal Medicine Specialization
- Master of Science in Medical Science

## Lincoln College of Postgraduate and Continuing Education

- Continuing Education Programs and Courses

## NUHS FIRSTS

- First among chiropractic institutions to offer hospital experience to chiropractic students
- First to push for national accreditation of chiropractic colleges
- First to publish medically indexed and peer reviewed scientific journals

## College of Allied Health Sciences & Distance Education

Undergraduate Programs:

- Bachelor of Science in Biomedical Science
- Prerequisite Program

Post-professional & Residency Programs:

- Doctor of Acupuncture Completion
- Master of Science in Advanced Clinical Practice
- Master of Science in Diagnostic Imaging
- Residency Programs

National University's mission and goals assure that its pledge to educational excellence, advancing its professions, and striving for the best possible patient health care, will continue to keep the institution strong and focused. [Click here](#) to review NUHS's Mission and Goals.

National University of Health Sciences is proud to be a leader in advocating for and obtaining certification and [accreditation](#) for chiropractic education institutions and continues this commitment to full accreditation of all of its programs.

## FAST FACTS

- Two diverse campus locations, located in top U.S. healthcare markets
- A 6-to-1 Student-to-Faculty Ratio
- 100+ Internship & Preceptorships
- Three NUHS Whole Health Centers (Clinics), two with a dedicated Veterans Clinic
- 25+ Student Groups & Associations
- 23,000 patients are treated at the NUHS campus clinics annually

## NUHS LOCATIONS

NUHS offers two diverse locations, both in top U.S. health care markets. The Director of Finance will be working within the Illinois campus community.

### Illinois

National University is located on a lovely, 38-acre, tree-lined campus, and prides itself on providing a campus experience that helps students excel. The Illinois facilities include:

- Gross Anatomy Lab
- Anatomage Table
- Biochemistry Lab
- Herbal Dispensary
- Botanical Garden
- Whole Health Center/Clinic
- Hydrotherapy Suite
- Training and Assessment Center (TAC)
- James F. Winterstein Library
- Fitness Center



### Florida

National University's DC program is currently offered at the University Partnership Center at [St. Petersburg College](#), near the vibrant city of Tampa, Florida. Phases one and two of the program are taught at the Caruth Health Education Center and the nearby South Annex, both located in [Pinellas Park](#). NUHS will be expanding its presence with a move to Oldsmar, FL, into a new facility space with classes starting in 2026. [Read more](#).





## The Position

### DIRECTOR OF FINANCE

Under the supervision of the Vice President for Business Services, the Director of Finance serves as the principal financial officer for the university. This management position contains both staff and line responsibilities with heavy emphasis on management. The director will develop and maintain sound management of the fiscal systems of the university to ensure internal controls and coordination with other departments.

#### **RESPONSIBILITIES:**

- Serve as a key member of the management team.
- Directly responsible for the administration of the following functions: financial accounting, student accounts, payroll, budgeting, investments, and purchasing.
- Provide all departments with timely and accurate financial/budget information on a monthly basis. Work with department chairs and managers to assist them with their fiscal responsibilities.
- Annual budget preparation and monitoring.
- Capital budget preparation and monitoring.
- Cash flow monitoring and management.
- Loan covenant compliance monitoring.
- Ensure that proper internal controls and policies are maintained and followed.
- Primary contact and liaison with external auditors.
- Internal and external financial reporting.
- Prepare reports which summarize and forecast business activity and financial position in areas of income, expenses and earnings based on past, present and expected operations.
- Manage university owned rental properties.
- Negotiate equipment lease contracts.
- Participate on university committees.
- Other duties as assigned.

## QUALIFICATIONS:

### Required

- BS degree in Accounting or Finance.
- Five (5) years of experience with increasingly responsible management positions in accounting or finance, with minimum three (3) years in line management.
- Not for profit/higher education experience.
- Strong analytical and reasoning abilities.
- Excellent customer service and communication skills.

### Preferred

- MBA and/or CPA certification.
- Five (5) years of supervisory experience.
- Dynamics GP experience.
- Experience in a small tuition-dependent institution.





## Procedure for Candidacy

Acceptance of inquiries, nominations, and applications will begin immediately and confidential review of applications will continue until the position is filled. Interested parties are encouraged to apply by August 17th. Please submit a PDF version of your letter of application outlining your interest/suitability for this position and a resume.

Click here to apply <https://theapplicantmanager.com/jobs?pos=su463>

**For more information or to offer recommendations or nominations:**



**Caitlin Hummel**  
Senior Consultant  
Summit Search Solutions, Inc.  
Direct: 585-880-7550  
[chummel@summitsearchsolutions.com](mailto:chummel@summitsearchsolutions.com)

Salary Range: The broad range is \$90,000-105,000. This compensation will be negotiated based on market data as well as individual's depth of knowledge and experience, particularly in finance and accounting in a higher education environment. Benefit information can be found [here](#).

National University of Health Sciences is an Equal Opportunity Employer and encourages candidates from underrepresented groups to apply.



*Summit Search Solutions, Inc. is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Colorado, Kansas, Maryland, New York, North Carolina, and Texas.*



## About Lombard and Chicago, Illinois

**Lombard.** NUHS is proud to call the [Village of Lombard](#), just 15 miles west of Chicago, home to its Illinois campus. Located in the heart of [DuPage](#) county, Lombard, the “Lilac Village” is rich with beautiful parks, historic sites and museums, a wide range of shopping, dining and entertainment choices, and easy access to commuter transportation to enjoy the cultural wealth of Chicago. Lombard's Metra commuter rail station allows for a quick trip to downtown Chicago and is just 17 miles from O'Hare International Airport. [Click here](#) for more information and to explore Lombard, Illinois.



**Chicago.** Few cities in the world can match the character and culture of Chicago. Visitors and residents alike find world-class dining, museums, entertainment, and striking architecture in the largest and most visited city in the Midwest.

As a multicultural city that thrives on the harmony and diversity of its neighborhoods, Chicago embodies the values of America's heartland. Some popular communities to explore in Chicago include Greektown, Chinatown, Ukrainian Village, and Little Italy.

Long known for theatre, jazz and blues, and every type of ethnic food, the city is home to twenty Michelin-starred restaurants. [Click here](#) to learn more about Chicago.

- Chicago has one of the most inclusive LGBTQ+ communities in the nation. It was named "[City of the Year](#)" by *GayCities.com*.
- [Condé Nast Traveler Readers' Choice Awards 2024](#) ranks Chicago the “Best Big City in the U.S.” for its 8<sup>th</sup> consecutive year.
- Chicago is recognized across the United States as a passionate sports town with professional teams such as Chicago Bears, Blackhawks, Bulls, Fire, Cubs, White Sox and Chicago Sky.

