

RICHARD K. RIEDER

EXPERIENCE - Responsibilities

Responsibilities have included the leadership and oversight of the following areas:

Business office, purchasing, human resources, information systems, mailing and printing services, physical plant, security, food services, bookstore, risk management, contracts, investments, financial aid

Additional Responsibilities:

- Negotiated and managed all employee benefit plans
- Developed personnel policy and procedure
- Supervised salary and wage administration
- Planned and prepared the budget
- Oversight of accounting functions
- Analyzed financial statements
- Managed real estate and investments
- Negotiated vehicle leases
- Served on the President's Cabinet
- Participated in strategic and master planning

EXPERIENCE - Accomplishments

VICE PRESIDENT FOR FINANCE/CFO, Greenville College, Greenville, IL

(January 2000 – Present)

Accomplishments:

- Implemented the conversion of financial data to a new accounting software package, including designing general ledger structure and financial reporting systems
- Presented PowerPoint presentations to the faculty, administration and board detailing both historic and current financial information
- Calculated industry standard financial ratios (CFI and DOE) and created PowerPoint presentation to communicate information
- Developed a market-based compensation system for all non-teaching employees
- Reorganized personnel structure in my area of oversight to improve efficiencies
- Created a 10-year working budget model
- Directed a campus wide budget process
- Achieved balanced budgets each year
- Initiated a thorough review and revision of the employee handbook
- Participated in the NCA accreditation focus visit in spring 2001

DIRECTOR OF PERSONNEL & AUXILIARY SERVICES, Indiana Wesleyan University, Marion, IN (December 1997 – December 1999)

Accomplishments:

- Designed a comprehensive position description database which can be accessed via the campus intranet (CUPA Best Practices Award Winner 1999)
- Enhanced and updated various forms & processes on the personnel web site
- Led a committee to revise the position classification system at the University
- Chaired a task force to establish a wellness program for all employees
- Participated in the strategic initiative to develop a center for professional development
- Initiated a bid process for health and life benefits that saved the University several

thousands of dollars.

- Established a vision benefit program for all employees
- Responsible for Y2K effort at the University
- Participated in the evaluation of a campus-wide administrative software package
- Planned and coordinated training and development for staff and administrative personnel

**EXECUTIVE DIRECTOR, Association of Business Administrators of Christian Colleges,
Part-time (June 1998 – May 2000)**

Responsibilities include:

- Provided leadership for an association of chief business officers of some 150 Christian colleges in the U.S. and Canada
- Directed and coordinated an annual national conference
- Published a quarterly newsletter
- Facilitated the functions of the executive office
- Organized and coordinated board meetings twice annually

DIRECTOR OF BUSINESS AND FINANCE, Lancaster Bible College, Lancaster, PA (July 1996 – November 1997)

Accomplishments:

- Implemented a plan to improve student account collections
- Designed a computerized tracking system for student accounts receivable
- Improved internal auditing procedures and practices
- Performed a comprehensive risk management evaluation
- Participated in the 10-year reaccreditation of the College
- Initiated a change from internal to contracted management of the Bookstore
- Developed a computerized system for assessing future physical plant needs

VICE PRESIDENT FOR BUSINESS, Bryan College, Dayton, TN (December 1990 – June 1996)

Accomplishments:

- Coordinated and directed the purchase and selection of an administrative computer system
- Reorganized the personnel structure of the area under my auspices
- Developed and implemented personnel policies and procedures in a major revision of the staff handbook
- Improved budget planning and preparation
- Developed a comprehensive purchase order system
- Implemented an “IRC Section 125” Plan for unreimbursed medical and dependent day care expenses
- Coordinated the development of a campus master plan
- Participated in the development of a strategic plan
- Participated in the 10-year reaccreditation of the College

VICE PRESIDENT FOR BUSINESS, Grand Rapids School of the Bible and Music, Grand Rapids, MI (June 1986 – November 1990)

Accomplishments:

- Selected and implemented a fully integrated computer system
- Re-formatted and systematized the general ledger
- Reorganized the personnel structure of the area of the area under my auspices
- Established personnel policies and procedures
- Decreased expenditures by several hundreds of thousands of dollars by consolidation of plant and personnel
- Implemented a 403(b) retirement plan

EDUCATION

Master of Business Administration (May 2005)

4.0 Cumulative GPA

Regent University, Virginia Beach, Virginia

Master of Music (May 1982)

Oklahoma City University, Oklahoma City, Oklahoma

Bachelor of Arts – Double Major – Business and Music (May 1978)

Baker University, Baldwin City, Kansas

Certificate of Completion – 3-year program

College Business Management Institute, University of Kentucky, Lexington, Kentucky, Scholarship Recipient - 1991

Management Skills Seminar (1992)

ServiceMaster, Chicago, Illinois

AWARDS

Best Practices Award 1999, CUPA – Development of a Comprehensive Position Description Database

PROFESSIONAL AFFILIATIONS

ABACC – Association of Business Administrators of Christian Colleges

President, ABACC Board, 2004, 2005

Vice President, ABACC Board, 2002, 2003

Board Member 1997-1998, 2002-2007

NACUBO – National Association of College and University Business Officers

CUPA – College and University Personnel Association