**Job Description**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Director of Finance</th>
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<tr>
<td><strong>Department/Division:</strong></td>
<td>Effectiveness and Financial Analysis</td>
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<td><strong>Reports to:</strong></td>
<td>Vice President for Effectiveness and Financial Analysis</td>
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<td><strong>Ranking and Classification:</strong></td>
<td>Director</td>
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<td><strong>FTE:</strong></td>
<td>1.0</td>
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<tr>
<td><strong>Date Written/ Updated:</strong></td>
<td>December 10, 2015</td>
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**Job Summary:**

The Director of Finance leads the financial functions of the College including the development of the annual budget, day-to-day financial operations and management of auxiliary services and rental properties. This position coordinates institutional investments, interaction with the Compliance Committee of the Board of Directors and required financial reporting. The Director of Finance also is responsible for the risk management program of the college, and serves as contract officer.

**Essential Functions:**

- Provide overall leadership to the financial operations of the College and supervise the Accounting Office;

- Represent financial operations, strategies and projections within institutional planning and operations via participation on the President’s Council and provost leadership team;

- Lead the creation of the annual budget, collaborating with other institutional leaders as required;

- Complete required financial planning to the College’s Board of Directors and external constituents in compliance with state and federal regulations; and
• Manage institutional investments and implement investment strategy in coordination with the Provost, Vice President for Effectiveness and Financial Analysis and the Compliance Committee.

• Serve as contract officer for the institution, reviewing and executing legal contracts.

• Manage the insurance program for the institution, and serves as the institution's risk management officer.

**Job Duties:**

• Participate in the institutional strategic, long-range planning campus master planning processes;

• Develop models and final of annual operating and capital budgets in consultation with the Vice President for Effectiveness and Financial Analysis and the Provost;

• Lead accounting and financial reporting through the Controller and is responsible to provide counsel and assistance as needed;

• Manage institutional investments;

• Work with the Compliance Committee of the Board in financial matters related to construction, acquisition and disposal of facilities;

• Manage the budget for residence halls and rental properties and is responsible for the operations of food service, snack shop, campus bookstore, and other auxiliaries;

• Demonstrate administrative experience related to financial management, budget development, financial audits, non-profit tax returns (990 and 990-T) and investment management.

**Supervisory Responsibility:**

The Director of Finance will supervise the Accounting Office.
Education and Experience:

- A Master's Degree is highly preferred for this position with a bachelor's degree required;
- Five or more years of demonstrated leadership success in financial management, preferably in private, values-based, tuition dependent colleges or universities with a working knowledge of best practices in all the areas supervised;
- Three or more years of demonstrated supervisory experience;
- Experience developing and coordinating strategic budget planning; and
- Thorough understanding of College operations, including all aspects of the academic, financial, and auxiliary/support functions.

Certifications, Licenses, Registrations:

- Professional certifications such as CPA, CMA, or CFP preferred.

Skills & Competencies:

REQUIRED:

- Ability to work in team relationships and be supportive of associates;
- Experience in exercising seasoned judgment and be able to make decisions with proper consultation;
- Have a strong sense of stewardship for resources entrusted to the college; and
- Excellent oral and written communication skills are required in order to communicate complex issues with non-financial people.

Special Requirements:

- Travel required related to professional meetings and relevant College business.
- Evening/night/weekend work required in representing the College, participating in board meetings and other external relations.
Physical Demands:

N/A

Work Environment/Environmental Condition:

Work will be conducted indoors.

All of the essential job functions are subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation. This position description is not all-inclusive and may change at the option of the supervisor or department head. Any major change will result in the position being reviewed for reclassification.

Prepared By: Kenneth F. Newbold, Ph.D.

Approved By: