**Job Description**

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| **Job Title:**  | Director-Finance and Accounting | **Location:**  | Lee Kildow Hall |
| **Department:** | Office of Finance and Business | **Reports To:** | Vice President for Finance and Business Affairs |
| **Division:** | Office of Finance and Business | **Pay Grade:** | P11 |
| **FLSA Status:** | Exempt |  |  |

## SUMMARY

This position provides direction and oversight for the financial operations of the College. The Director – Finance and Accounting assures the accuracy and integrity of all financial data.

### Essential Duties and Responsibilities

This list includes but is not limited to the following:

* Oversees the payroll process, including review of records and deductions for accuracy and compliance, maintenance of the payroll accounting system (HRIS), governmental and tax reporting.
* Supervises staff including hiring, training, coaching and managing performance.
* Assists with year-end annual financial audit including coordination with audit firm. Prepares schedules and provides supporting documentation.
* Participates in the review, development and implementation of financial policies, practices and procedures. Develops operating policies for compliance and control issues. Recommends modifications to existing College practices and policies regarding finance.
* Provides leadership and initiative in fostering continuous improvement to elevate level of services provided to internal customers and improve operating efficiency and effectiveness.
* Provides training and support, including review, for employees who frequently interact with the Office of Finance and Business.
* Assumes compliance responsibility for the College and accountability for control of capital assets and long-range operations planning of the Business Office.
* Prepares reports required by regulatory agencies.
* Implements and oversees the Colleague Financial System, creates controls, and sets up codes for authorizing levels of purchasing authority in that system.
* Arranges for audits of the College’s accounts and acts as liaison with auditors.
* Advises the Vice President for Finance and Business Affairs as well as other senior leadership and managers on existing financial policies and procedures.
* Acts as Vice President for Finance and Business Affairs in Vice President’s absence overseeing the day-to-day operations and decision making for all areas reporting to the Vice President.
* Maintains a positive, helpful, constructive attitude and work relationship with supervisor, college staff, students, and the community.

**Marginal duties**

* Performs other duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

**Education and Experience**

Bachelor's degree in Accounting or a related field and a minimum of five years full-time related experience and/or training. MBA and/or Certified Public Accountant (CPA)preferred.

**Knowledge, Skills and Abilities**

* Extensive knowledge of accounting concepts and generally accepted accounting principles
* Ability to interview, hire, and train employees; plan, assign, and direct work; appraise performance; reward and manage the performance of employees; address complaints and resolve issues.
* Ability to research and interpret complex regulations and instructions
* Ability to understand and apply high-level mathematical and reasoning concepts
* Ability to work and think independently
* Strong interpersonal and oral/written communication skills
* Ability to learn and understand the software and systems used by the College, including ERP systems
* Ability to foster a cooperative work environment
* Ability to establish and maintain effective working relationships with all levels of staff, faculty and outside contacts
* Ability to work effectively with a wide range of customers in a diverse community
* Proficiency in using a personal computer, including Microsoft Windows and Office applications
* Ability to operate standard office equipment including phone and copier

**Physical Demands and Work Environment**

The physical demands and work environment described here are representative of those that must be met or are encountered by an employee in the normal course of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements and environment are typical of those in a general office setting. This job involves regular sitting, standing, walking, typing, moving, lifting objects up to 10 pounds and exposure to office lighting. A wide variety of standard office equipment is continually used, including phone, copier, printer and computer.

April 2024