

# New Saint Andrews College

<b>Title:</b>	<b>Chief Financial Officer</b>
<b>Office:</b>	Administration
<b>Employment Status:</b>	Full-time Administrator
<b>Reports to:</b>	Executive Vice-President
<b>Areas of Responsibility:</b>	Financial, Auxiliary Services
<b>Supervises:</b>	Bookkeeper, Bursar

**Summary:** The Chief Financial Officer oversees the various support functions related to the College's financial management. As the head of the financial office he oversees payroll and accounts payable, budget planning, accounts receivable, general accounting, investment management, and auxiliary services. He is responsible for the financial integrity and well being of the College. He assists the President in the creation of and implementation of the annual budget. Along with the financial staff, he maintains all financial records for the institution in accordance with College policies, applicable federal and state laws, and professional standards. He supervises the receipt, deposit and disbursement of all funds for the institution. He is also responsible for making regular, timely, and accurate financial reports to the President, providing consistent and continuous records for debt retirement, capital acquisitions, and cash flow. He provides forward thinking financial strategy with regard to tuition setting, debt management, and college investment as well as leadership in facility planning and use, loss prevention, and benefit management. The Chief Financial Officer reports to the Executive Vice President.

## **1) The Chief Financial Officer has the authority and responsibility to...**

- Prepare and maintain long-term financial forecasts for all of the College's funds. Monitor both short and long-term internal and external financial and operational developments to ensure that forecasts are current and accurate.
- Contribute to the College meeting its strategic objectives by assisting administrators and department heads in conducting financial analysis of current and proposed activities.
- Monitor the College's financial condition and provide budget information to budget supervisors. Oversee preparation of monthly financial statements for the College.
- Report the financial condition of the College to the Board of Trustees and the College President and administrators on a regular basis.
- Oversee the institution's finances and the annual budgetary process.
- Represent the College in strategic planning, financial, development, and other official non-academic affairs.

## **2) Chief Financial Officer also assures optimal stewardship of the College's financial resources by...**

- Assuring the timely disbursement of payroll and other accounts payable by the College, including but not limited to all employee benefits, insurance programs, and employment verifications
- Assuring the timely attention to accounts payable, tuition billing and all contracts
- Assisting administration and managers in managing expenditures within the parameters of the budget through the use routine annual, monthly and on-demand reporting and accounting services
- Identifying revenue enhancement and/or expenditure reduction opportunities
- Managing the College's operational cash for maximum yield according to the investment policy
- Supervising the business office function including the fiscal year-end close and preparation for the annual audit, in addition to preparing pro forms statements as required by our lender or to support grant writing, TRACS submissions, IPEDS, SARA, etc.
- Ensuring compliance with relevant federal, state and local regulations, reviews all contracts and agreements to which the College is party, employing legal counsel as advisable
- Overseeing both the Needs-Based Scholarship applications and student loans
- Preparing all year-end tax documents and donor gift receipts in compliance with all laws and industry practices
- Overseeing the management of the Bookstore and other College operations

**Other Duties:**

- Perform other duties as requested by the President and/or Executive Vice President
- Participate in ongoing program of personal and professional development and training

**Minimum Qualifications:**

- College degree in appropriate field, preferred MBA, MA in Accountancy, and/or CPA
- At least 5 years of significant full-time administrative experience at the level of Controller or higher
- Excellent communication and leadership skills
- Strong record of professional achievement and growth
- Strong record of fiscal responsibility and fundraising success
- Flexibility and sense of humor
- Hospitable
- A commitment to Christian education
- Member in good standing of a local orthodox, evangelical Christian church
- Ability to sign the College code of conduct and statement of faith