

## Saint Michael's College Job Description

**Job Title:** Director of Finance

**Department:** Finance

**Supervisor or Manager:** Vice President of Finance and Administration

**Date Created:** 12/04/2013

**Last Revised:** 6/12/2023

***Our Mission:*** It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

### **Major Objectives:**

- Annual budget and financial plan are prepared to meet timelines defined in the Operations Committee of the Board of Trustees annual work plan, using the most accurate and complete data available and with appropriate input from the Cabinet and other constituents
- Management of reports, metrics and performance indicators, and periodic forecasts are presented regularly to support data-informed decision-making by the President's Cabinet, VP of Finance, and finance team
- Cost accounting reports and profitability analyses are prepared on regular cycle for selected programs and departments
- Financial planning, budgeting, forecasting, and reporting systems are adequately monitored and maintained in support of the initiatives listed above
- Oversees the day-to-day fiscal operations of the college and provides leadership to the accounting team in its daily, weekly, monthly, and annual processes. Leads a team that is accountable for general ledger closings, coordination of the annual audit, and provides oversight to tax preparation and reporting
- Serves as a liaison to the Treasurer of Saint Michael's College Fire and Rescue, Inc., Merrill Cemetery, and Secretary to SMC Operations and audit committee

### **Essential Duties and Responsibilities:**

- Oversees development of annual financial plan (5 year horizon) using the PFM Synario tool and in collaboration with VP of Finance and Administration, Cabinet, President, and Operations committee (planning assumptions)
- Collaborates with appropriate members of College community to develop financial analyses of special projects such as accreditation, financing plans, technology and building initiatives, and other special projects
- Translates the overall financial plan assumptions into detailed college-wide department and account-level annual operating budget
- Develops processes and tools to collect input from Cabinet members and budget managers in completing this annual project
- Prepares draft financial statements, required schedules, and related disclosures for year-end financial statements, and related audits
- Maintains strong knowledge of generally accepted accounting principles; applicable laws and regulations; policies, and procedures to ensure an appropriate level of compliance
- Key liaison with Human Resources on matters of compensation and benefit accounting including payroll functions
- Key partner with the Office of Student Financial Services to have a line of sight into timely tuition billing, collection, financial and tax compliance and processing
- Creates college-wide financial reports in accordance with GAAP and internal management reports, including supporting data for periodic dashboard indicators, annual fact book, and certain surveys
- Prepares forecasts and related analyses to identify and address any emergent budget variances
- Oversees or prepares detailed cost-accounting studies for existing functional areas or proposed new initiatives
- Analyzes and presents financial reports to campus committees, Cabinet, Trustees, and others

- Provides accounting guidance and support to finance staff as well as cross-functional partners to ensure adherence to financial reporting requirements
- Develops and maintains strong working relationship with GMHEC and member organizations
- Maintains a strong working knowledge of all revenue and expense streams
- Develops written systems and procedural documentation for key business processes, key budget, financial planning, and reporting functions
- Develops, documents, and monitors the related calendar, timelines, and processes for financial planning, budget preparation, and interim forecasts and reports, including month-end closing cycles
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences
- Seeks different points of view and leverages diverse perspectives in group processes and decision-making. Checks own views against the views of others
- Supports fair treatment and equal opportunity for all. Listens to and objectively considers the ideas/input of others. Respects the talents and contributions of all individuals

**Secondary Responsibilities:**

- Participates in and/or represents department at standing and ad-hoc campus-wide committees, such as administrative council, strategic planning, reaccreditation, personnel searches, enrollment management, technology steering, etc. Writes reports and give oral presentations related to same
- Participates in and presents at professional conferences, to continuously improve knowledge of relevant industry regulations and practices. Shares new information with finance department and others on campus as applicable
- Maintains professional license (CPA/CITP) through required continuing professional education as relevant to the position and the higher education industry

**Positions Supervised:**

- Associate Director of Financial Planning
- Assistant Treasurer & Senior Accountant
- Staff Accountants

**Major Contacts:**

- Cabinet members
- Department managers
- Human Resources department
- IT department
- Institutional Advancement
- Office of Student Financial Services
- Institutional Research & Registrar
- Public Financial Management (PFM) Strategic Forecasting team
- Chair, SMC Operations and Audit Committee
- Board members, SMC Fire & Rescue Inc.
- Chief, SMCFR

**Demonstrates Excellence:**

- Thoroughly understands complex accounting and budget policies, principles, and procedures of higher education finance functions
- Engages with students and constituents with a high level of inclusivity, equity, and sensitivity
- Displays a commitment to continuous growth and development in supporting students with historically excluded, underrepresented, and minoritized identities
- Displays extensive knowledge of how finance systems interrelate with other campus systems and how financial policies impact other departments and constituents

- Provides timely and accurate financial information to constituents
- Demonstrates skill in communicating effectively, both orally and in writing, while demonstrating clarity, professionalism, and tact
- Serves as a resource for staff in developing their technical and productivity skills
- Strong problem-solving skills
- Creates clear and up to date documentation for projects and key finance/budget systems
- Focuses on continuous incremental improvement within the finance function

**Education and Work Experience:**

- Bachelor's degree in accounting, finance, or business-related field required; Master's degree preferred
- CPA License required
- 7-10 years of increasingly responsible professional experience in a higher education or similar institution
- Knowledge of accounting standards related to not for profits
- Experience with Oracle systems or similar major ERP systems
- Working knowledge of GAAP and FASB accounting standards, as well as IRS and tax requirements

**Computer/Technology Skills:**

- Familiarity with Microsoft Office products

**Licenses, Certifications and Other Requirements:**

- CPA or CMA professional designation preferred
- Auditing experience preferred

**Physical Demands:**

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Executive Director of Finance, the employee is occasionally required to lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**

- Employee should be able to work extended hours during periods prior to Board of Trustees meetings and during the annual audit

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.