

Executive Director for Accounting & Finance



Position	
Title: Executive Director for Accounting & Finance	Date: 05/19/2022
Department/Area: Business Office / Administration	
Reports To: President	
Supervises: Accounts Payable Coordinator, Accounts Receivable Clerk, Human Resources Coordinator, Director of Student Accounts, Financial Aid Director, Director of Information Technology (Dual Report with Vice President of Academics), Director of Facilities.	
Employee Classification: Full-time, Salary, Exempt	
Primary Purpose and Function:	
<p>The primary purpose of all employees of Clarks Summit University (CSU) is to advance its Christ-centered mission and culture:</p> <ul style="list-style-type: none"> ○ Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ. ○ Follow Matthew 18 principles in addressing issues with students, parents, faculty, and staff. ○ Show by example the importance of Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship. ○ Be prepared to communicate the school's religious beliefs to students and others who inquire. ○ Be ready to pray and offer spiritual advice to students, faculty, and staff. <p>The primary function of the Executive Director for Accounting & Finance is to provide oversight for all financial matters of Clarks Summit University and the BBC Foundation including accounting, forecasts & budgeting, financial reporting & analysis, treasury, payroll, and compliance. The Executive Director for Accounting & Finance directly manages the Business Office and HR and has organizational responsibility for Financial Aid, Information Technology, and Facilities.</p>	
Duties	
<ul style="list-style-type: none"> • General <ul style="list-style-type: none"> ○ Serves on the President's Cabinet and as administrative representative to the Finance Committee of the Board of Trustees ○ Provides oversight to ensure stakeholders are properly served, institutional policies are established & followed, and institutional priorities are realized. ○ Plans, organizes, directs, and oversees the work of assigned staff in the operations of the Business Office including accounts payable, accounts receivable and general accounting functions. ○ Supervising responsibilities include Accounts Payable Coordinator, Accounts Receivable Clerk, Human Resources Coordinator, Director of Student Accounts, Financial Aid Director, Director of Information Technology (Dual Report with Vice President of Academics), Director of Facilities. 	

- Effectively oversees cash management of cyclical revenue and expenses (specific to the academic nature of the University and it's summer programs) to ensure accounts payable liabilities remain within acceptable terms.
- Leads the preparation of the annual operating budget, monitors/projects revenue and expenses on a regular basis, and works with management on an on-going basis to ensure the annual financial goals are achieved.
- Establishes & periodically reviews internal control policies and procedures to ensure that accounting standards are met. Administers corporate credit card program.
- Identifies and recommends policies and procedures related to the financial and business practices of the University; plans and implements new operating procedures and information technology advances to improve service quality and efficiency of service delivery.
- Effectively interacts with professional colleagues both inside and outside CSU.
- Maintains confidentiality in all areas of responsibility.
- Submit to and honor the standards outlined in the Employee Handbook.
- Able to process clearly and quickly especially when planning and addressing the financial needs of the institution.

- **Specifics**

- Develops short and long range financial forecasts for use in financial planning and management of cash requirements and obligations.
- Prepares month-end close including any necessary journal entries or adjustments, completes necessary reconciliations, issues monthly budget variance reports, and prepares internal financial statements necessary for the proper management of the institution including requested ad-hoc financial analysis as needed.
- Processes bi-weekly payroll.
- Prepares reports and surveys as required by regulatory and accrediting agencies.
- Secures annual renewal and design of employee benefits including partially self-insured medical insurance and related ancillaries.
- Provides all financial services for the BBC Foundation and interacts with investments managers to periodically review fund performance.
- Oversees risk-management and ensures property insurance policies are in force to protect the University.
- Directs the fiscal year-end close and ensures conformity with generally accepted accounting principles (GAAP) and federal and state laws.
- Performs other duties as assigned.

Requirements/Qualifications:

- **Faith**

- Have a personal relationship with Jesus Christ.
- Be in complete support of and adherence to Clarks Summit University's Standards of Conduct and Confession of Faith.
- Faithfully attend a local church whose beliefs are in agreement with Clarks Summit University.

- **Education and Experience**

- Bachelor's degree (minimal) with an Accounting major preferred, or a closely related field such as finance or business administration.
- Five years of experience in a senior-level accounting or financial management role.
 - Knowledge of principles and practices of accounting, auditing principles, financial reporting, accounting regulations and internal controls; principles and practices of employee supervision and personnel management; federal and state employment labor laws and regulations.
- Certified Public Accountant (CPA) license is desirable.
- Experience in a non-profit or educational institution is a plus.

- Proven leadership skills to effectively direct employees while in a professional environment, ability to properly evaluate comprehension, and application of subject material.
- Show excellent oral and written communication skills.
- Be a self-starter, results-oriented, and able to motivate others.
- Must be comfortable in a high-pressure environment and have the ability to handle multiple tasks with minimum supervision.
- Must have a valid driver's license.
- Experience with Microsoft Dynamics GP or similar accounting systems.
- Proficient ability to use Microsoft Excel.
- Knowledge of Windows, Power Point, Word and similar programs required.

Essential Qualities:

Conscientiousness

- Displays a professional image at all times, even when facing significant job challenges.
- Delivers on commitments made to others.
- Takes ownership for resolving problems rather than allowing them to persist.
- Displays positive "Can Do" attitude.

Flexibility

- Adapts quickly to changing situations. This includes last-minute changes and disruptions to the schedule.
- Is receptive to new information, ideas, or strategies to achieve the organization's goals.

Influencing/Negotiating

- Anticipates potential reactions or concerns of students and takes initiative to address them.
- Builds ownership for new initiatives, or changes by involving those responsible for implementation in planning the details.

Integrity/Honesty

- Avoids any action or situation that would give the appearance of unethical, or inappropriate behavior.
- Demonstrates the courage to do the right thing in difficult situations.
- Holds self and others accountable for meeting high standards of the organization's integrity.
- Leads by example through modeling ethical practices and standards.

Sensitivity

- Treats others with respect, fairness, and consistency (e.g., listen to, respect others' views, and ideas).
- Demonstrates empathy and understanding when addressing sensitive issues with others.
- At times the vice president will be privileged to information that should not be shared and must maintain confidentiality.

Other Interpersonal Skills

- High level of effective interpersonal communication skills, both written and verbal, plus organization and presentation skills.
- Cultivates strong working relationships with employees and students.

Language Skills:

Ability to read, analyze, and interpret instructions, reports, and correspondence. Ability to write reports, correspondence, and process feedback. Ability to effectively present information and respond to questions from groups of students or individuals. Ability to effectively communicate information one-on-one and in group situations to other employees, students, and/or prospective students.

Mathematical Skills:

Ability to perform advanced financial analysis and identify key relationships, seamless ability to understand accounting entries, perform actual calculations yet able to estimate when needed.

Acknowledgment:

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned.

Acceptance:

I have read this job description, understand, and accept these duties, and agree to carry out the assigned duties to the best of my abilities in the best interest of Clarks Summit University (CSU) and my coworkers. I have also read, understand, and will, to the best of my abilities, follow and adhere to the Clarks Summit University management structure, Clarks Summit University’s mission, and Clarks Summit University’s policies. I will respect those above and under my leadership according to Clarks Summit University Standards of Conduct, Employee Handbook, and Confession of Faith.

Employee:

Direct Supervisor:

Signature/Date:

Signature/Date:

Physical Requirements / Environmental Conditions

Physical Activity

	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Strength

	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Vision Requirements

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)

- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

Work Environment

	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Noise Level

- Very quiet conditions (examples: forest trail, isolation booth for a hearing test)
- Quiet conditions (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud noise (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud noise (examples: jackhammer work, front row at a rock concert)