PURPOSE:
The primary purpose of the position is to serve as the chief financial and business officer, providing vision for and overseeing all financial, business, risk management, and general administrative functions of the university.

Responsibilities/areas of measurement: The Office of Finance and Administration has as its primary function oversight and management of all financial, business, risk management and administrative functions of the university. The Finance Office currently includes 7 full time employees including the Administrative Assistant to the CFO, Controller, Assistant Controller, Student Accounts Officer, Payroll Specialist, Accounts Payable Clerk, and Bookstore Coordinator.

ESSENTIAL FUNCTIONS:

1. Be a spiritual leader and model for employees under supervision.
2. Attend regular and special Board of Trustees and committee meetings at the invitation of the President.
3. Serve as a member of the University’s Executive Team and advise the President on financial and business matters.
4. Coordinate all aspects of management and control of the University’s financial resources. This includes responsibility for the operation of the business/finance office, all accounting functions, grants, contracts, endowment management, and pensions.
5. Development and ongoing management of the University’s operating and multi-year budget, all internal and external financial reporting including the preparation of the University’s financial statements and the oversight of internal and external audits.
6. Investment and protection of the University’s financial resources including cash reserves, endowment funds, working capital, and collection of all payments.
7. Risk management, including liability and property replacement coverage, claims management, and risk reduction programs.
8. Management of banking, financial, and legal service relationships.
9. General administrative office management.
10. Representing the University to external organizations, taking an active role in the post-secondary education community, and providing ongoing liaison and advocacy with governmental agencies, particularly concerning financial, risk management, and facilities issues.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
- Master’s degree or equivalent in finance or business

REQUIRED KNOWLEDGE:
- 10 years in finance or business management positions.
SKILLS/ABILITIES:
- A strong and visible Christian faith and commitment to the mission of William Jessup University
- Provide leadership for long range planning and the development, implementation, and assessment of the division.
- Strong interpersonal skills and significant self-motivation characteristics.

EXPERIENCE:
Candidates should have a minimum of 10 years of experience in finance or business management positions. The successful candidate will have a breadth of knowledge in the financial realm. This individual will be capable of providing leadership for long-range planning and the development, implementation and assessment of the division. It would be preferable for the candidate to have business experience with an entrepreneurial spirit committed to appropriate risk while experienced in planning and forecasting.

WORKING ENVIRONMENT/CHARACTER:
All employees of the University are expected to have a strong and viable Christian faith, be in agreement with the University’s statement of faith and employee lifestyle standards with a deep commitment to the mission of William Jessup University.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

____________________________________  _____________________________
Employee Signature     Date