MAJOR PURPOSE:
Provides a broad spectrum of professional project management and administrative support duties to the Chief Financial Officer including: planning, implementing, and coordinating special projects, staff supervision, as well as providing general administrative management of the CFO and Business office to ensure efficient daily operation. Problem Solving, Initiative, Discretion, good judgment, organizational and management skills, and the ability to work independently are especially important to be successful in this position.

ESSENTIAL FUNCTIONS:
1. Provides project management support for complex planning and execution of Finance related initiatives, including:
   a. Works as a liaison with Property and Liability Insurance agents, administrators and university employees. Manages Certificates of Insurance and claim administration.
   b. Provides vendor management support services and serves on various committees and task forces, as needed. Analyzes purchasing information across departments.
   c. Manages loan documentation, applications, financial and real estate presentations.
   d. Creates presentations; provides reports, research, proof-reading and other tasks.
   e. Construction related communication and project support.
2. Provides Administrative Support:
   a. Prepares all paperwork and forms and keeps a complex appointment calendar, including travel and conferences; screens and prioritizes mail and telephone calls; schedules meetings and conference rooms; prepares documents and correspondence; transmits faxes, maintains organized and accurate filing systems.
   b. Coordinate data collection with other departments.
   c. Manages all Payment Request Forms (PRF’s) that require approval from CFO office.
   d. Develops and implements office management standard operating procedures.
3. Coordinates information to other departmental Directors and Executive Team members. Acts as a liaison between external or internal executives, managers and consultants in coordinating meetings.
4. Manages and prioritize any and all other tasks as assigned by the Chief Financial Officer.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
- Bachelors’ degree preferred or equivalent education and work experience

REQUIRED KNOWLEDGE:
- Proficient in all Microsoft Office
- Proficient in Google Apps business applications (gmail, calendar, sheets, google docs, Drive, Keep, etc.) and database management

SKILLS/ABILITIES:
- Thorough understanding of financial analysis techniques and Generally Accepted Accounting Principles. Knowledge of Adaptive Planning or similar budget/forecasting software helpful.
- Works with integrity and maintains confidentiality of information that is being shared with other senior executives and management teams.
• Excellent skills in administration, organization, interpersonal communication, decision-making, team-building, problem-solving, conflict management
• Must be self-starter and able to work with minimal supervision and able to exert independent decision making ability within given parameters.
• Ability to respond to issues that may not be addressed by established policies or procedures.
• Good typing skills, good attention to details with initiative and flexibility.
• Excellent verbal and written communication skills.

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservation the William Jessup University statement of Christian faith.

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.

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, crouch 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 50 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