POSITION DESCRIPTION

POSITION TITLE: Chief Financial Officer
STATUS: Exempt, full-time
DEPARTMENT: Business and Finance
REPORTS TO: President
EFFECTIVE DATE: 07/2021

PRIMARY POSITION PURPOSE
The Chief Financial Officer (CFO) is the executive officer responsible for the financial systems of the institution. This critical position ensures that GTU has the financial resources necessary to accomplish its mission and goals. Areas of responsibility include banking relationships, forecasting and budgeting, endowment and investment management, grant finance management, and business office and bursar services supervision. The CFO will work closely with the executive team, center directors and department heads to ensure the various fiscal needs and strategic goals of the institution are being met. The CFO reports to the President, advises the Board of Trustees and works in conjunction with the COO to advise the Finance and Audit Committees. The CFO and COO will work as a team and excellent communication between the two executive positions is critical to the success of both.

ESSENTIAL/PRIMARY DUTIES & RESPONSIBILITIES
- Participate in the work of the Executive Team, including activities such as policy decisions, budget formulation, institutional and accreditation reviews, and strategic planning.
- Manage banking relationships, including merchant services, student online payment capabilities, loans and lines of credit, and all other banking needs.
- Work with the Board Finance Committee on the following:
  - financial status of the institution, strategic planning and budgetary implications, and investment policies, performance of investment managers and the investment pool against benchmarks, and executing new investments as appropriate
- Work with the Board Audit Committee on the following:
  - hire and evaluate the financial auditing firm, communicate results of audits, and oversee review and approval of the annual financial and single audits and review of board conflict of interest statements.
- Report to the Board of Trustees on the following:
  - Quarterly reporting on activities within the purview of CFO
  - Budget for review and approval
  - 3 year plan-updated annually
• Endowment investment pool performance
• Annual conflict of interest statements
• Availability of preliminary form 990 for review

• Prepare and oversee the annual institutional budget (including preparation, analysis, forecasting, and monitoring), working budget revisions, and five-year sustainability plan.
• Provide expertise to center directors and department heads to ensure understanding of their financial responsibilities, including budget preparation, analysis of budget to actual and management of their budgets, and grant, temporary fund and endowment financial management.
• Prepare financial reports for management and Trustees and materials needed for the work of committees and board.
• Prepare the consortium membership contribution budget and participate in discussions with the Consortial Council and consortium business officers as requested.
• Supervise all business office functions including reporting, general ledger, receivables collections, bursar services, payables and payroll and federal work study.
• Maintain an efficient and effective financial management and reporting system which properly accounts for revenues and expenditures of the organization.
• Serve as administrator for the accounting and reporting software (currently Dynamics GP and Prospero), design reports and use of the budget/forecast module, provide instruction to end users, and troubleshoot as needed.
• Manage the relationship with the audit firm.
• Take primary responsibility for the financial audit preparation and coordination.
• Prepare or participate in regulatory reporting such as 990 and 990T, IPEDS, ATS and ACSWASC.
• Work with the firm contracted with for fundraising registration to ensure they have needed financial information and that the payments they are making on GTU’s behalf are appropriate.
• Work with the audit/tax firm on tax related matters—specifically to ensure that GTU has full understanding of out of state employee implications and possible tax ramifications of GTUx.
• Assure compliance with governmental regulations, and industry standards as they relate to fiscal matters.
• Manage other local, state and federal tax reporting including property taxes, use taxes, foreign national taxation and reporting, and sales taxes.
• Offer close teamwork and communication with the COO. Provide leadership in the planning, development, continuous evaluation and improvement of assigned programs and services.
• Encourage professional excellence among the staff and promote an organizational culture of customer service.
• Carry out other duties as may be assigned from time-to-time by the President.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION
MBA, CPA or closely related degrees and educational background.

EXPERIENCE
- Ten plus years of progressive management experience in finance and financial management roles.
- Experience as a controller or CFO in a FASB higher education environment or other academic or non-profit setting, with responsibility for complex accounting and investment management highly desired.
- Endowment and grant financial management experience highly desired
- Demonstrated ability to work effectively with finance-based software products including report design and administration.
- Proven track record in communicating complex financial concepts to boards and other non-finance constituents.
- Previous experience managing multiple functions and supervising staff.

PREREQUISITE SKILLS
- Strong leadership, initiative and management skills and experience.
- Strong business acumen and judgment.
- Willing to expand and grow with the organization.
- Strong conflict management and negotiation skills.
- Exceptional interpersonal, and customer service skills.
- Willingness to accept feedback and suggestions.
- Ability to present, influence, persuade and respond in a diplomatic way.
- Ability to manage and delegate a diversity of projects and duties in an ever-changing environment.
- Ability to communicate clearly and effectively, both orally and in writing, with all levels of the organization, internally and externally.
- Knowledge of a variety of approaches, strategies, and models for executing higher education administration.
- Critical thinking and problem solving skills.
- Ability to operate computer and applications software, including database management, spreadsheet, word processing and software related to areas of assignment.
- Operate modern office equipment such as computer, printer, calculator, copier and facsimile machine
- Ability to work in and contribute to a team-oriented environment.

ENVIRONMENTAL DEMANDS
The work environment and physical requirements 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 disabilities to perform the essential functions.

- Work is primarily indoors.
- No significant noise/vibrations.
- No extreme temperatures.
- Frequently works with others.
- Variable environment when visiting other GTU and off-campus offices or attending conferences.

PHYSICAL REQUIREMENTS
- Vision – close vision required for reading correspondence/reports and working with computer.
- Hearing – ability to hear verbal communications and telephone conversations.
- Clear Speech – ability to communicate clearly in person and on phone.
- Lifting/carrying – some lifting and carrying of files and printed materials.
- Sitting – ability to sit for long periods of time at computer and during meetings.
- Manual dexterity – ability to use computer keyboard or other technology.
- Mobility – to meet with others in their offices across campus and to attend off-campus meetings.
- Travel – travel required to conferences such as the NACUBO Accounting Forum and GPUG annual conference.

TOOLS AND EQUIPMENT USED
Included, but not limited to:
Phones, personal computers, printers, fax machine, photocopier, scanner, shredder, and calculator.