

Urshan Graduate School of Theology
Urshan College
Florissant, Missouri

Position Title: Chief Financial Officer
Reports To: Executive Vice President
Classification: Administration

JOB DESCRIPTION

Job Summary: Under the direction of the executive vice president manages fiscal budgeting, business plans, and financial accounts and operations; prepares reports; oversees travel arrangements; coordinates programs; performs special projects and duties as assigned.

CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES

May include any and/or all of the following:

1. Applies principles of accounting to analyze past and present financial operations and estimates future revenues and expenditures to prepare budget: Analyzes records of present and past operations, trends and costs, estimated and realized revenue, administrative commitments, and obligations incurred to project future revenues and expenses. Uses the above methods to assist the president and executive vice president in setting budgets. Advises the president and executive vice president on matters, such as effective use of resources and assumptions underlying budget forecasts. Meets with the executive vice president regularly to ensure adjustments are made in accordance with program changes in order to facilitate long-term monthly reports for and meetings with the president to keep him apprised of variances within the budget.
2. Manages the development of business plans and contracts, provides daily management for programs, contract services; advises and assists with financial preparation for external agreements and leases.
3. Keeps records of financial transactions. Verifies, allocates, and posts details of business transactions using financial software. Reconciles and balances checking and savings accounts. Compiles reports to show statistics, such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to the operation of the institution.
4. Responsible for daily management of cash flow. Oversees purchasing, billing, accounting, and cash handling. All expenditures must be approved by the CFO before expense is incurred.
5. Oversees student accounts, including scholarship awards, tuition payment plans, and federal loans.
6. Assists the president and executive vice president with developing and implementing strategic, long, and short-term plans to assure fiscal growth, solvency, and accountability including in the area of institutional development as needed.
7. Annual Audit - Prepares reports including trial balance, cash flow, accounts aging, payroll, budget, etc. Works directly with the auditor to provide information pertinent to the audit process.
8. Oversees travel and lodging arrangements for faculty, staff, board members and visiting guests for school related functions as needed.
9. Assists with financial planning for all special projects and events.

10. Manages business office personnel.
11. Performs special projects and other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Knowledge of business, budget, and financial processes and practices
- Knowledge of financial guidelines and terminology
- Planning/Organizational skills
- Research and analytical skills
- Interpersonal/human relations skills
- Verbal and written communication skills
- Supervisory skills
- Proficiency in use of personal computer software, and databases
- Ability to analyze and interpret reports, documents, and statistical data
- Ability to integrate budgeting and financial functions with management techniques
- Ability to function independently, with appropriate initiative, creativity, and attention to detail
- Ability to exercise sound judgment in complex situations
- Ability to maintain confidentiality

MINIMUM QUALIFICATIONS

Education and experience equivalent to:

Master's degree; supplemented with related experience