



## JOB DESCRIPTION

**TITLE:** CFO/Vice President of Finance

**COLLEGE/SCHOOL/DEPT:** Business Office

**DATE PREPARED:** August 2017

**REPORTS TO:** President

**FLSA:** *Exempt*

### **POSITION SUMMARY:**

The CFO/ Vice President for Finance is the principal officer responsible for finance and administration. The CFO/VP is also responsible for planning, organizing, leading and coordinating financial activities in furtherance and support of the mission to the University community. He or she is proactive in development and implementation of policies, strategies, budgets, process and procedures, and in the analysis and improvement of the financial status of the University. This position provides strategic and day-to-day management of finance functions. Ongoing duties include oversight of short-term cash, real estate, gift and other revenue processing, expenditure processing, financial reporting, regulatory filings, internal auditing, and risk management. The CFO/VP must ensure that the University operates in conformity with State and Federal laws and regulations and with internal policies. The CFO is also responsible for the annual financial and compliance audit of the University. Finally, the CFO is responsible for managing all the legal issues at the University with support of counsel. In keeping with the Mission and character of Heritage, the CFO/VP works on a model of servant leadership.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services; learns and uses operating practices of the department and Heritage University.
2. Serves as the principal advisor to the University President and the Board of Directors on matters related to finance.
3. Serves as a member of the Executive Team. Regularly assists the President with administrative matters of his office as assigned.
4. Provides direct staff support to the Finance Committee of the Board of Directors. Presents financial posture of the University to the Board of Directors each quarter.
5. Develops or assists in the development of strategic and operating plans. Develops policy and procedures on all matters relating to functional areas of responsibility. Presents proposals for new policies, or for substantial changes of existing policies, to the President and the Board of Directors for discussion and approval.
6. Recognizes significant problems and opportunities in financial operations and functions. Develops solutions, working with internal and external resources as warranted.
7. Plans and oversees the work of subordinate functions so that finance responsibilities are met.
8. Delegates management of daily financial and administrative matters to the maximum prudent extent. Controls work of subordinate positions for effective and timely completion. Brings unusual problems and recommended solutions to the attention of the President on a timely basis.
9. Manages the Finance division to consistently deliver quality service.
10. Oversees the application of objectives, standards and procedures of the University to daily financial matters. Develops and maintains the University's annual fiscal budget.
11. Applies management and financial theories and principles to financial decisions. Establishes systems to maintain compliance with the University's administrative policies. Interprets and communicates policy.

12. Reviews and approves all contracts and agreements when necessary and coordinates review by legal counsel as warranted.
13. Takes responsibility for the University's debt planning and management.
14. Represents the University externally on general and specific financial matters through effective written and verbal communication.
15. Strives to communicate and promote the work of the University. Effectively develops and utilizes relationships with, for example, accountants, bankers, and business leaders.
16. Serves as liaison with senior members of the University academic and administrative staff on financial matters.
17. Upholds the Heritage University Mission Statement.
18. Handles confidential information with tact and discretion and in compliance with FERPA regulations.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other functions as necessary or as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

**Knowledge of:** University and department policies and procedures; principles and practices of organization and administration; principles of supervision, training, and performance evaluation; legal aspects of higher education, contract and business law.

**Skills in:** Short- and long-range financial planning; problem analysis and resolution; report preparation and presentation; oral and written communication; change management, operational finance, risk management, budgeting and forecasting.

**Ability to:** Direct, evaluate, train, and supervise the work of assigned personnel; develop and maintain effective working relationships; maintain accurate and orderly records; use independent judgment and initiative; organize and direct activities; analyze and evaluate information; develop a student-centered culture.

**Qualifications:** Preferably a Master's of Business Administration (MBA) or equivalent Master's Degree; Four to ten years related experience or equivalent combination of education and experience.

Interested and qualified applicants may submit the following:  
Cover Letter, Vita/Resume, & List of References  
(Names, addresses, e-mail addresses & phone numbers of 3-5 current professional references)  
to:  
[humanresources@heritage.edu](mailto:humanresources@heritage.edu)  
or  
Heritage University  
Human Resources Office 3240 Fort Road  
Toppenish, WA 98948

Full consideration will be given to applications submitted by September 29, 2017