MORAVIAN COLLEGE

TOP WORK PLACES 2014, 2015, 2016 THE MORNING CALL

JOB POSTING: Director of Business and Financial Operations

Posted: 9/16/2016

The Director of Business and Financial Operations is responsible for the supervision and oversight of the business office function and general financial operations of Moravian College and Moravian Theological Seminary. Establishes, maintains and recommends major processes and procedures for the institution that are consistent with standard accounting principles, legal and regulatory requirements, and the general business and strategic needs of the College and Seminary. These processes and procedures must provide the accurate and timely information needed to assess the financial position of the institution while tracking performance in comparison to budget and program objectives. The incumbent is responsible for continuous process improvement; striving for best practices to improve the quality, efficiency and contributions of the Business Office and other areas within their purview. The incumbent also serves to encourage a high level of teamwork within the Business Office to promote a collaborative approach to problem solving and project management.

CLASSIFICATION: Administrative
FLSA STATUS: Exempt
SUPERVISION RECEIVED: Works under the direction of the Vice President for Finance and Administration
SUPERVISION EXERCISED: Oversees the Associate Director of Finance, Manager of Accounts Payable & Purchasing, and the Mailroom Supervisor

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Manages and provides leadership for everyday business office functions in regard to accounting, payroll, receivables, purchasing, commercial insurance and general business operations, including cash flow management.
2. Provides business leadership to key college services including dining operations, outsourced bookstore, banking and treasury management, as well as other related college contractual relationships.
3. Prepares the year-end consolidated financial statements and is responsible for leading the year-end financial audit with external auditors.
4. Provides support for the Audit Committee of the College and Seminary Joint Board of Trustees.
5. Provides ongoing evaluation of resources and work processes within the business office and all other functions within the Director's purview.
6. Oversees and assists in the timely preparation of financial materials for federal and state reporting requirements.
7. Maintains ongoing contacts with accounting, legal, risk management and financial consultants.
8. Participates in institutional committees whose work may guide and direct the activities of the College and Seminary.
9. Performs other job-related duties as may be assigned by the Vice President for Finance and Administration or his/her designee.

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QUALIFICATIONS:

Must possess a baccalaureate degree (an MBA is strongly preferred) in accounting or finance- related field with significant financial management experience (5-10 years), preferably in higher education or non-profit financial administration. Requires strong management and leadership, analytical and organizational skills, as well as superior interpersonal skills to deal with students, staff, faculty and the Board of Trustees. Previous experience with automated financial systems, databases, reporting and spreadsheets is required; knowledge of Microsoft Office is required.

TO APPLY: All application materials MUST be combined into **ONE (1) document formatted as a PDF file**. Limit application materials to the cover letter, resume, and three (3) professional references along with specific salary history. If your experience qualifies you for this challenging position, please send this document electronically to jobs@moravian.edu. Include **'Director of Business and Financial Operations'** in the email subject line.

Review of applications will begin immediately and will continue until filled. Incomplete applications will not be considered. **(Application materials combined into one (1) Word file will be considered.)** Questions about the position may be directed to (610) 861-1527. *Moravian College is an equal opportunity employer valuing diversity and encouraging individuals from under-represented populations to apply. EOE*