

UNIVERSITY OF DALLAS

Chief Financial Officer

Job Number: 0035UD

Business Office

Date Posted: May 02, 2019

WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking a Chief Financial Officer. The Chief Financial Officer is responsible for the University's budgets, audit, and tax; internal and external financial reporting; investment reporting and debt management; and accounting, bursar, Treasury, and payroll services. Directs and controls the activities of functional area senior managers, supervisors, and/or high-level professionals within the department with overall responsibility for planning, budgeting, implementing and maintaining costs, methods and employees.

PRIMARY RESPONSIBILITIES

- Extensive knowledge of financial administration, debt markets, investments involving diverse portfolios, budgeting, and accounting. Responsible for University of Dallas budget, and tax reporting.
- Responsible for preparation of the external financial statements and other financial reports/surveys, projections of University's funds, results of operations, financial assessments and ratio analyses (including debt capacity), budget-to-actual reporting and analyses, and advising the Executive Vice President on financial, operational, and compliance management matters.
- Responsible to ensure the accuracy and reliability of financial information and reporting, compliance with applicable regulations and University policies for accounting principles (GAAP), Internal Revenue Code (IRC) and applicable state tax regulations, protection of University resources, and other related compliance management requirements and concerns.
- Oversee cash flow planning and ensure availability of funds as needed. Develop short term and long term financial strategy of the organization and assess on-going financial performance.
- Appraises the university's financial position and issues weekly and monthly financial and operating reports to the Executive Vice President.
- Adheres to all government-imposed deadlines for tax reporting and other financial reports.
- Ensures legal and regulatory compliance regarding all financial functions and that financial and operational policies, procedures, and controls are developed and implemented throughout the university.
- Oversees the annual budgetary process.
- Performs other duties as assigned.

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MINIMUM REQUIREMENTS

- Bachelor of Science degree required (Business/Accounting), Master of Business Administration and CPA preferred
- Seven years of increasingly responsible professional accounting or finance experience, at least three years of which were in supervisory capacity over several areas.
- Significant experience in or knowledge of nonprofit accounting, including compliance and reporting.

ADDITIONAL INFORMATION

- The position requires the ability to work irregular hours

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas is an Equal Opportunity/Affirmative Action employer. The university does not discriminate against individuals on the basis of race, color, religion, sex, national origin, genetic information, protected veteran status, age or disability in the administration of its employment practices.