



## **JOB DESCRIPTION**

**POSITION TITLE:** Chief Financial Officer

**SUPERVISOR:** Executive Vice President

### **POSITION SUMMARY**

Under the direction of the Executive Vice President, the CFO is responsible for managing the financial operations in accordance with Urshan's Mission, accepted accounting principles, and ethical practices consistent with the Urshan Honor Code. This position is responsible for internal controls and financial compliance; internal and external financial reporting; and coordination with external auditors and other financial compliance parties, including accrediting and governmental agencies. This position also serves as an expert financial adviser to the Executive Vice President on these matters.

### **DUTIES AND RESPONSIBILITIES**

- Analyze financial operations
- Prepare annual budgets
- Advise Executive Vice President on financial matters
- Prepare periodic reports, including budget to actuals, profit and loss, accounts receivable and account payables, and monthly reconciliation
- Manage contractual matters
- Identify the financial implications of the Strategic Plan
- Prepare short- and long-term financial plans
- Provide information for, and honor requests by, the external auditing firm
- Supervise the following functions:
  - Recording financial transactions
  - Daily cash flow management
  - Student accounts
  - All student financial aid activities
  - Purchasing
  - Petty cash
- Other duties as assigned

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree in Accounting from a regionally accredited institution; Master's degree in Accounting preferred
- Five years accounting experience
- Advanced Quickbook proficiency
- Experience with accrual accounting

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

- Knowledge of business, budget, and financial processes and practices
- Planning/organizational skills
- Interpersonal/human relations skills
- Verbal and written communication skills
- Supervisory skills
- Proficiency in use of Microsoft Office Suite, including Word and Excel
- Ability to function independently, but also to work under management
- Ability to exercise sound judgment in complex situations
- Ability to maintain confidentiality