Job Title: Chief Financial Officer

Job Description:
Requires a hands-on, results-driven leader to work with a team in developing and improving business and operating processes in a collaborative environment. Direct the overall financial and accounting practices of the University. Oversee cash management, banking, accounting, budgeting, business planning and projections, risk management and insurance, oversee audit and tax engagements, tax planning and tax matters. Directs accounting department activities and oversees the financial aid department, providing leadership, training and supervision within the department. Responsible for system procedures and internal controls and ensures timely and accurate preparation of financial and statistical reports for management and board of trustees.

This is a senior management level position, serving in the capacity of business advisor to other operational departments and their managers.

Reports to: President
Classification: Full-Time, Exempt
Essential Duties:
- Responsible for cost control measures and internal controls to ensure that company resources are properly manage and assets are safeguarded
- Oversee timely and accurate preparation of monthly, quarterly and annual financial statements on a stand-alone basis as well as on a combined basis. Financial statements are prepared on a historical cost basis in accordance with Generally Accepted Accounting Principles
- Oversee cash management and cash planning
- Prepare financial forecasts for budget purposes and to assess the feasibility of future colleges and programs
- Manage banking and financing relationships, including compliance reporting. Seek new financing as needed in connection with university operations and expansion projects.
- Supervise and manage investment portfolios
- Oversee risk management including auto & property insurance, professional and general liability insurance, medical malpractice, directors and officers, errors and omission, cyber, employment practice coverages.
- Oversee audit and review engagements for entities as required
- Oversee all tax matters, including tax planning and tax return preparation

Education
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.
- A BS degree in business administration with an emphasis in accounting or finance
- Certified Public Accountant (CPA) certification and/or MBA, preferred.

Skills & Experience
- Ten or more years of experience, ideally in a college or university and/or healthcare setting.
- Excellent leadership, interpersonal and communication skills
- Excellent analytical and organizational skills.

Compensation:
Position offers competitive wage based on experience plus benefits.

Application Instructions
Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to careers@chsu.edu and type Chief Financial Officer in the subject field of the email.