

Job Description

AVP of Budgeting and Accounting

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Overview

Responsible for GAAP accounting, finance, budgeting, internal control, Grant and Endowment accounting and reporting, financial reporting, auditing, risk management, and staff of 12. Report directly to CFO and participate in a number of committees on campus. Act and respond as a subject matter partner on finance, accounting, and budgeting components to colleagues at the University.

Responsibilities

- Accounting/Auditing responsibilities:
 - Ensure accurate and timely Audited financial statements and mid-year unaudited financial statements.
 - Ensure understanding and assess relevance of updated accounting policies
 - Understand and assess systems and processes to maximize efficiency
 - Ensure GL accounts are update are accurate and dormant transactions are resolved
 - Primary liaison with PLNU's audit committee
 - Primary liaison with External Auditors
- Budget/Analysis responsibilities:
 - Manage operating budget process coordinating with cost center budget managers and providing summary analysis for cabinet review.
 - Partner with academic and professional centers to develop and implement budgets to meet department objectives and needs.
 - Review and reassess budgeting process and financial model for relevant and efficient completion and increased accuracy of budgets.
 - Monitor actual revenues and expenditures vs. budget and prepare updated forecasts for the Administrative Cabinet, for Board of Trustee meetings, and other times as needed
 - Prepare or oversee the preparation of various financial studies for the university, including detailed analyses of revenues and expenditures on both a historical and pro forma basis, cos-benefit analysis of proposals, and resource utilization studies.
- Tax responsibilities:
 - Prepare support for filing Form 990 for the University and Foundation
 - establish processes for obtaining information, resolve tax issue, review UBIT potentials, ensure that PLNU is adhering to tax rules and regulations.
 - Oversight of trust and property tax filing
- Financing/Treasury responsibilities:
 - Monitor compliance with all covenants and other requirements related to the University's long-term debt
 - Support CFO with debt and/or capital acquisition
 - Primary banking relationship and cash/liquidity reporting
 - Manage University's short term working capital
- Internal control responsibilities:

- Collaborate with the audit committee to establish annual internal audit scope based on a risk assessment.
- Establish internal control policies and adjust procedures to meet internal control requirements throughout PLNU
- Risk management responsibilities:
 - Member of the Risk Management Committee for the Nazarene University consortium
 - Review and facilitate annual premium proposal process
 - Primary oversight and facilitator for risk mitigation efforts.
 - Member of the Safety Committee
- Oversight and supervisory responsibilities:
 - Grants, endowments

REQUIREMENTS

- Bachelor's degree in accounting (preferred), finance, or business administration and at least eight years of progressively responsible professional and managerial experience, preferably in higher education or not-for-profit organizations.
- A professional certification as a CPA is highly desirable
- A strong affinity with and support of the educational and spiritual mission of the university
- Demonstrated success in evaluation and re-engineering operations and procedures, formulating policy, and implementing new strategies and procedures
- Excellent communication and problem-solving skills, and the ability to exercise sound and independent judgment in decision making.
- Ability to supervise, develop, and evaluate staff, and to foster a cooperative work environment.
- Working knowledge of integrated management information systems and MSO software.