

JOB DESCRIPTION

Job Title: Director of Financial Reporting & Tax
Job Status: Full-time, exempt
Reports to: AVP Accounting and Budgeting
Location: Draper Hall, Point Loma campus

Purpose: The Director of Financial Reporting & Tax serves as the primary financial (accounting & budget) report and financial data keeper for the University. This position is the key internal control specialist and tax subject matter expert.

Duties and Responsibilities:

- Maintains accounting systems and records to assure financial reporting integrity.
- Partners with the Accounting Manager to provide all necessary reports accurately for the auditors and prepares the financial statement report including footnotes.
- Ensures compliance with IRS policies as it relates to a tax exempt status.
- Ensures compliance with university business policies and procedures.
- Assists in the development, consolidation, and monitoring of the annual operating and capital budgets.
- Prepares corporate, trust, and auxiliary tax returns, and various other internally and externally required reports. Prepares personal property tax exempt forms.
- Assists departments with maintaining on-line "e-market" web sites.
- Responsible for accounting for endowment & annuity funds
- Coordinates the processing of general liability insurance claims that arise on campus, prepare annual renewal proposal.
- Establishes and maintains internal control processes for the University and ensures compliance through internal audits and ad hoc analysis.
- Primary go to person for ad hoc financial data and reports.
- Accounting technology analyst responsible for establishing and maintaining required and ad hoc reports as well as the Budget Request Database.
- Other responsibilities as assigned.

Qualifications:

- Bachelor's degree in accounting or a related area and at least eight years of progressively responsible professional, preferably in higher education or not-for-profit organizations. Masters Degree in Accounting and/or CPA preferred.
- Understanding of and commitment to the spiritual mission of the university.
- Strong working knowledge of generally accepted accounting principles is required. Knowledge of accounting principles and federal regulations applicable to higher education is highly desirable.
- Excellent written and oral communication skills, including the ability to effectively communicate at all levels within the university.
- Working knowledge of integrated management information systems and Microsoft Office software.
- Knowledge of financial investment principles, procedures, and regulations.