



College of
Menominee
Nation
KESHENA • GREEN BAY

Position Title: Chief Financial Officer	Reports to: President
Department: Finance	FLSA Status: Exempt
Classification: Regular Full Time	Benefit Eligibility: Yes, Full Time Benefits
SOC Code:	Last Updated: 8/22/17
Home Campus: Keshena Campus	Pay Grade:
Grant Funded: Partially Grant Funded	Application Deadline: Open till filled

Position Summary: The Chief Financial Officer (CFO) reports to the President of the College and advises the President as well as the Board of Directors on all matters pertaining to the management and operations of accounting, accounts receivable, accounts payable, budget management and control, grants/contracts financial management and compliance, bursar, student aid disbursement, budget preparation, financial information systems, credit management, collections, fiscal planning, financial statement preparation, auditing, investing and endowment, and payroll. The CFO provides leadership and general management for the Finance Department, supervises Finance Department staff, and promotes customer-oriented service to the College community.

The CFO faces a set of opportunities and challenges that include: developing and operationalizing a financial strategy that supports the College's strategic priorities; strengthening and inspiring a more innovative and agile financial organization; and building community and trust with constituents across the College through the development, implementation, and communication of transparent processes and practices.

Position Responsibilities & Duties:

- Develop and maintain systems of effective internal controls to safeguard financial assets
- Ensure all finance and business office policies and procedures follow US General Accepted Accounting Principles (GAAP)
- Ensure adequate controls are installed and that substantiating documentation is consistent with College Fiscal and Financial policies and procedures
- Ensure College Fiscal and Financial policies and procedures are current, efficient, and effective
- Ensure compliance with all federal, state, local and contractual guidelines, regulations, and statutes as applicable
- Ensure adequate cash flow to meet organizational needs
- Provide leadership in the development for the continuous evaluation short and long strategic financial objectives
- Provide executive management with advice on financial implications of business activities
- Oversee the management and coordination of all fiscal reporting activities including, organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets
- Oversee all purchasing and payroll activity for faculty, staff, student workers, and independent contractors
- Coordinate and oversee annual independent audit
- Monitor banking activities
- Establish and maintain strong relationship with senior personnel to as to identify their needs and seek full range of business solutions

- Participate in strategic planning to assist in the allocation of financial resources to the College strategic goals, objectives, and activities
- In accordance with the College's strategic plan, develop and execute strategies for financial strength and process improvement
- Attend and participate in Board of Directors' meetings and subcommittee meetings as assigned
- Serve as lead staff on the Board of Trustees' Standing Board Finance and Audit Committee
- Supervise Finance Department staff
-
- Other duties as assigned.

Minimum Qualifications-To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Certified Public Accountant (CPA)
- 5 years experience at an executive level in the day-to-day financial operations of an organization and supervision of Finance/Accounting staff
- Demonstrated success in not-for-profit/grant accounting in accordance with US Generally Accepted Accounting Principles, applicable OMB Circulars, and Code of Federal Regulations sections
- Demonstrated success in general office software, e.g., Microsoft Office Suite
- Demonstrated success in general accounting and budgeting software
-

Desired Qualification:

- 3 years experience in a higher education institution or other non-profit organization
- Experience with Financial Edge Accounting Software and Power Plan Budgeting Software

Reporting to this Position: Finance Department staff

Physical Demands & Work Environment:

Physical demands are classified as Sedentary - lifting no more than 10 pounds at a time and occasionally lifting or carrying articles like docket files, ledgers, and small tools.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs administrative office Functions - Constant

-Exposure to office/class room environment - Constant

-Exposure to shop or maintenance environment - Never

Tools & Equipment Used: General office equipment