

Vice President for Financial Affairs

The University of Mary is currently accepting applications for a full-time Vice President for Financial Affairs. The Vice President for Financial Affairs serves as the Chief Financial Officer for the University and is responsible to the Executive Vice President. This position promotes and upholds the fiscal integrity of the University and is responsible for facilitating and maintaining the business operations of the university. S/He ensures alignment of financial resources with University objectives and establishes systems to ensure compliance with the University's initiatives and priorities. The Vice President for Financial Affairs is considered an executive officer and plays a key role in institutional planning and in advancing and monitoring the financial viability of the university in accord with its mission.

Essential Roles and Responsibilities Include:

- Participates as a member of the President's Council and serves in a senior policy-making capacity providing strategic guidance in matters concerning the university's financial resources. Assists with developing and achieving university wide goals, policies, mission, vision, and values.
- Provides leadership, strategic direction, and operational guidance for the financial affairs of the university, including fiscal planning, revenue projections, budgetary development and approval, spending processes, balance sheet and cash flow management, inventory, investments, and audit compliance.
- Prepares or oversees the preparation of all financial reports, budgets, and budget requests required by the President, Executive Vice President, Board of Trustees, and regulatory entities. Advises the President and Board of Trustees on matters related to the budget, finances, and other physical resources and required modifications to the budget throughout the year.
- Oversees, in conjunction with the Board of Trustees, treasury management, the direction of all investment activities for the university's endowment, trusts, annuities, and operating funds and ensures compliance and the proper distribution of earnings and directed principal.
- Directs and leads all work related to the University Business Office (accounting, payroll, financial aid, student accounts, and bookstore) and Physical Plant, overseeing the development and implementation of goals and objectives.
- Oversees risk management and manages the insurance policies of the University.
- Executes and delivers any and all written agreements and contracts to which the university may become a party, as authorized by the President, EVP and/or Board of Trustees; affixes the signature and university seal to any of the instruments or papers mentioned above in the execution of which is duly authorized
- Attends commencement and all scheduled meetings of the Board of Trustees, the Executive Committee of the Board of Trustees, corporate faculty, and the President's Council.

Required Qualifications Include:

- Master's degree in business administration, public administration, accounting, finance, or other appropriate discipline. CPA credential preferred.
- At least 10 years of directly related experience in progressively responsible financial/administrative management positions in education or a related field. Senior management level experience with construction and policy planning. Experience in an institution with a complex multi-unit or multi-site organization preferred.
- Upholds and promotes the Christian, Catholic, Benedictine mission of the University of Mary.
- Promotes the ongoing implementation of *Ex Corde Ecclesiae*, the apostolic constitution on Catholic colleges and universities.
- Builds a culture of ready and earnest hospitality in Office of Financial Affairs and throughout the university in accord with Saint Benedict's admonition that *all be received as Christ*.

For more information on the University of Mary, please watch a short video by clicking on this link:
<https://youtu.be/Go37Hy6QrVs>

We welcome your interest in joining the University of Mary. To apply, email a letter of interest including salary expectations and resume to employment@umary.edu or mail to University of Mary, Attn: Human Resources, 7500 University Drive, Bismarck, ND 58504.

Equal Opportunity Employer