



## Chief Financial Officer

Point University is a Christian institution that educates our students within a Christian worldview so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

The Chief Financial Officer provides leadership and oversight for all aspects of the institution's comprehensive financial administration. This senior officer interacts regularly with the President and departments on campus, as well as trustees, lenders, vendors, contractors, and appropriate agencies. Leads the development of the college's financial, business and budgeting policies. Administers business affairs of college by performing the following duties personally or through subordinate supervisors.

To view an e-brochure of the position, [click here](#).

## Essential Duties

- Budget management and oversight, directs treasury, audit, tax, accounting, purchasing, real estate, long-range forecasting, and insurance activities for the institution
- Directs staff in providing and procedures and system support necessary to maintain proper records and to afford adequate accounting
- Internal business operations (Controller's office)
- Outsourced auxiliary operations for physical plant, housekeeping, and grounds
- Human Resources functions
- Campus workplace safety and compliance responsibilities (OSHA/EPA-EPD regulations)
- Prepares operating budget draft for submission through President to Board of Trustees
- Directs control of budget upon its approval by board, including collection, custody, investment, disbursement, accounting, and auditing of all college funds
- Formulates, with Chief Student Development and Retention Officer, policies and procedures governing financial relations with students, residence halls, dining hall, bookstore
- Negotiates with groups, such as foundations, for college loans
- Keeps financial records and prepares annual financial reports
- Develops policies and procedures for procurement of goods and nonpersonal services for college
- Capital Planning, preparation of financial projections and debt management
- Responsible for cashflow management and reporting on the funds and accounts of the organization
- Assesses the school's financial position and issues periodic reports on the financial stability and anticipated financial results
- Comply with all Department of Education regulations
- Oversees and directs the preparation of and issuance of corporate annual report
- Serve as member of Executive Leadership Team
- Participate in key decisions pertaining to strategic initiatives, operating models and execution
- Develop and execute various operational initiatives

**Education and Experience:**

- Master's degree (M. A.) or equivalent; and ten plus years related experience and/or training; or equivalent combination of education and experience.
- CPA is preferred.
- Must have more than five years of increasingly responsible management experience in business administration or finance, including the production of financial statements, budget preparation and projections, investment management, risk management, and supervision of multiple direct reports.