

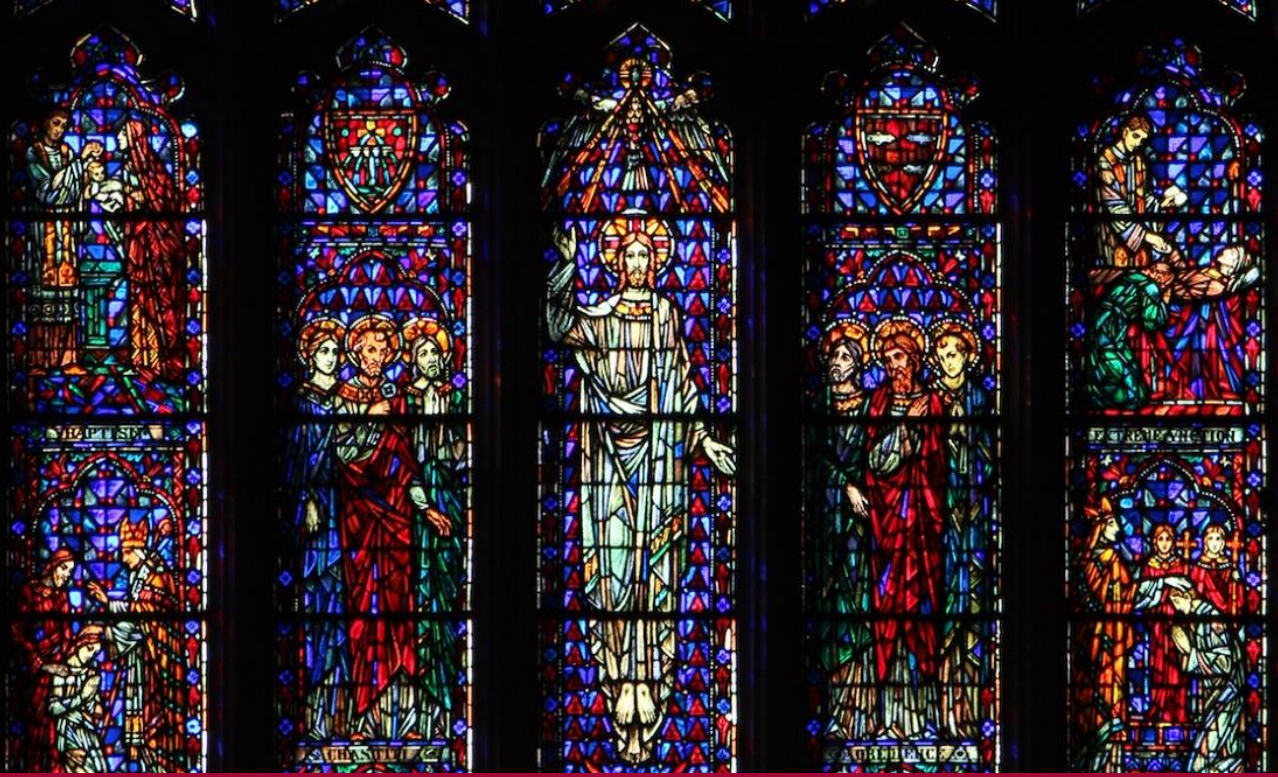


DIRECTOR OF FINANCE/TREASURER

November 9, 2022

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

Founded in 1919, Sacred Heart Major Seminary is a Roman Catholic seminary consisting of a fully accredited, four-year College of Liberal Arts, as well as a fully accredited graduate School of Theology. The mission of the institution is to educate and form candidates for the Roman Catholic priesthood and to prepare men and women for diverse lay ministries and other leadership roles in the Church. The institution has approximately 500 students, including individuals from other countries; most students are enrolled on a part-time basis.

Position Summary:

The Director of Finance/Treasurer is appointed by the Rector/President to whom the Director reports and is responsible. The Director serves on the Administrative Council as the chief financial officer of the seminary, coordinates with external auditors in the annual audit of the financial statements, directs the work of the Business Office and the Financial Aid Office, consults with authorized professionals on matters of law, and serves as the seminary's Title IX Officer. As Treasurer, the Director conducts the annual budget and strategic planning process. The Director serves as the liaison between seminary administration and the Finance and Audit committee of the Board of Trustees.

Essential Duties:

- Provide leadership to the Rector/President and leadership team in financial, strategic, and human resource matters.
- Consult with authorized professionals on matters of law.
- Coordinate with external auditors in annual audit of financial statements.
- Assure financial statements are prepared in accordance with Generally Accepted Accounting Principles and auditing standards.
- Facilitate the seminary's integrated strategic planning, budgeting, and long-range financial planning process.
- Provide leadership on the Finance and Audit Committee of the Board of Trustees, the Higher Learning Commission (HLC) and Association of Theological Schools (ATS) Self-Study Sub-Committees, the Institutional Planning and Assessment Committee and the Financial Aid Distribution Committee.
- Direct the work of the Business Office, including monthly oversight of budget to actual reports, review of cash receipts and disbursements and account reconciliations.
- Perform year end review of financial statements, related work-papers, and all general ledger accounts, preparing adjusting journal entries, as needed.
- Design and monitor the seminary's system of internal controls, including separation of duties and review processes, to prevent, detect, and correct incidents of fraud and material misstatements.
- Provide leadership in resolving student disputes as they relate to business matters.
- Oversee the work of the Financial Aid Office, including approval of policies and procedures compliant with federal financial aid regulations, preparation of cash projections for funding of institutional and archdiocesan scholarship programs, approval of institutional, federal, and state scholarship disbursements, management of the institution's Department of Education's G-5 system, and participation in federal Department of Education audits.
- Oversee federal grants programs, such as the Payroll Protection Program (PPP) grant, Higher Education Emergency Relief Fund (HEERF) grants, and the Fund for the Improvement of Post-Secondary Education (FIPSE), and administer the organization's account in the System of Award Management (SAM).
- Serve as the seminary's human resource director and Title IX officer, including facilitating the hiring, annual performance appraisal, and training and development processes of seminary staff; providing leadership in answering questions pertaining to employee benefits; maintaining an open-door policy to employees regarding work related issues; and investigating EEOC matters.
- Create and implement financial and human resources policies and procedures.
- Prepare financial and personnel reports required by Association of Theological Schools (ATS), Integrated Postsecondary Education Data System (IPEDS), Higher Learning Commission of the North Central Association of Colleges and Schools (HCL-NCA), and Higher Education Emergency Relief Fund (HEERF).

Qualifications:

- Master's degree from an accredited institution in business, accounting, or related field preferred.
- A minimum of 10 years of financial leadership experience, including 5 years in higher education.
- Possession of a Certified Public Accountant license or registration.
- A minimum of 10 years experience managing the bursar functions of Title IV programs.
- A minimum of 10 years human resource leadership experience.
- Solid technical skills in financial reporting, accounting, taxes, grants, treasury operations, human resource management, and strategic planning.
- Demonstrated ability to lead strategically with energy and passion.
- Distinct appreciation for the mission, vision, identity, and values of the seminary.
- Demonstrated ability to establish credibility with all constituencies - board members, administration, deans, faculty, staff, and students - based upon great integrity, critical thinking, outstanding operational performance, excellent organizational skill, and political savvy.
- A strong and confident listener and communicator who brings integrity and a calm presence, builds consensus, and engenders trust.
- An articulate and engaging spokesperson.
- Demonstrates the creative ability to develop fiscal and human resource policies, procedures in a complex environment.
- Demonstrated judgment of risk management as it relates to the treasury function.
- Knowledge of Microsoft Excel, Word, and PowerPoint. Significant experience with Raiser's Edge, Financial Edge, and Empower XL Student Database.
- Ability to maintain confidentiality in performance of duties.
- Commitment to supporting and advancing the mission of the seminary.

Salary: Commensurate with background and experience.

Application Deadline: January 31, 2023
(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

For consideration, please email resume to:

Brent Morton
Vice President
Catholic Recruiter Associates
Brent@CatholicRecruiter.com

Note: Only those selected for an interview with the search committee will be contacted.

Search managed by:



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