Director of Finance/Comptroller
North Park University
Chicago, IL

North Park University is currently searching for a Director of Finance to oversee all financial aspects of the Business Office and assist the CFO in driving the institution’s financial strategy and planning.

The University

Founded in 1891, North Park University is located on the north side of the city of Chicago. Established by the Evangelical Covenant Church, the University’s mission and identity is faith-affirming while welcoming students from all or no faith traditions, and brings faith, learning, and service to bear on its mission to “prepare students for lives of significance and service.”

Total student enrollment is approximately 3,000, with 1,800 full-time undergraduates. The University draws students from a broad range of cultures and religious backgrounds. More than 30 percent of first year students are from states outside of Illinois, 3 percent from other countries; and the remaining first year students are from within 50 miles of the campus.

The University completed the largest fundraising campaign in its history in 2014, surpassing a goal of $57 million to reach total gifts of $63 million. The central focus of the campaign was funding for the $45 million Johnson Center for Science and Community Life, opened in 2014. The University’s annual operating budget approaches $56 million, with an endowment of over $75 million.

North Park’s aspiration is to be distinguished as the nation’s leading city-centered Christian university preparing culturally diverse students at both undergraduate and graduate levels of study to lead and serve in the 21st century world.
Job Description

Department: Business Office

Reports To: Vice President for Finance and Administration/CFO

Position Summary: Supervision of the Business Office functions and staff, including:

- Processing and recording all financial transactions
- Preparation of financial statements and management reports
- Establishing and maintaining appropriate internal controls
- Preparing and monitoring institutional budgets
- Insuring compliance with tax-exempt debt covenants
- Managing institutional cash flow
- Coordination of annual audits with public accountants
- Managing all institutional tax matters
- Overseeing General ledger and fund accounting
- Managing payables and receivables accounting
- Overseeing federal government and agency reporting

Essential Responsibilities:

In addition to supervision of the general areas of responsibility noted above, the following specific tasks and responsibilities require prioritization and the development of action plans for implementation

1. Assure proper accounting procedures and controls are applied throughout all financial transactions within the institution.
2. Establish policies and procedures to govern and guide accounting and financial operations. This should lead to an appropriate written operating manual.
3. Develop/monitor billing policy and procedures to effectively manage student receivables.
4. Assure proper student loan collection procedures, being especially attentive to government compliance procedures.
5. Develop appropriate management information reports and establish reporting schedule for critical financial and accounting information such as: Budget performance, cash flow analysis, payables and receivables management.
6. Coordination of all aspects of the annual audit of the financial statements and Federal A-133 audit.
7. Assure timely and accurate government and agency reporting. Keep informed of and assure compliance with all government and agency regulations, (e.g., unrelated business income, post-retirement benefits liability accounting, etc.)
8. Further develop budget process, including improved budget development, analysis, control, and reporting procedures.
9. Further develop cash flow management including improved forecasting, analysis and reporting of sources and uses of funds.
10. Develop internal audit procedures as appropriate.
11. Lead the institution financial audit process with our public accounting firm.
12. Seek to identify budget savings and financial economies throughout the institution.
13. Assist the CFO with major financing analyses and decisions
14. Assist the CFO with bank presentations and with the development of Board of Trustees and Finance Committee materials
15. Assist the CFO with multi-year planning models
16. Assist the CFO in assessing the comparative financial performance of the institution by instituting appropriate financial ratio analysis and by accumulation appropriate comparative financial data.

Essential Qualifications:

- Bachelor’s degree in Business, Finance and/or Accounting, a Master’s degree preferred.
- CPA preferred
- 5-10 years of financial management, preferably in higher education
- Good interpersonal and communications skills are also necessary as the candidate will need to work closely with individuals in many other departments
- Well-developed sense of attention to detail, be highly numeric and able to work independently
- Computer literacy in Microsoft Word, Excel, Outlook, and databases as needed. Knowledge of Ellucian Colleague a plus.
- A personal commitment to North Park’s mission of diversity and Christian higher education and

NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.

Application Instructions

For more information or to nominate someone for this position, contact the Office of Human Resources (HumanResources@northpark.edu) for a confidential conversation.

Interested candidates should submit a resume along with a cover letter expressing their interest in this position and describing his/her commitment to and qualifications for advancement leadership in a setting with North Park’s particular mission, identity, commitments, and aspiration. Finally, candidates should provide the names and contact information of at least three professional references; references will not be contacted
without permission. All application materials should be submitted electronically to Human Resources (HumanResources@northpark.edu).