



**NORTH PARK
UNIVERSITY**
CHICAGO

Manager of Financial Planning and Analysis

North Park University

Chicago, IL

North Park University is currently searching for a Manager of Financial Planning & Analysis to oversee the financial planning, forecasting, and budgeting for the University.

Application Deadline: May 12, 2021

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 1900 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.

Job Description

Department: Business Office

Reports To: Director of Finance/Comptroller

Position Summary: The Manager of Financial Planning & Analysis will lead the planning, forecasting and budgeting functions for the University.

Essential Responsibilities:

The following specific tasks and responsibilities require prioritization and the development of action plans for implementation.

- Working with individual departments to prepare budgets and consolidate them into one overall corporate budget.
- Preparing internal reports for executive leadership and supporting their decision making
- Generating three- to five-year financial forecasts.
- Anticipating questions about the company's cash flow and financial projections, and providing preemptive answers to university budget managers, Deans & President's Cabinet.
- Gauging the university's overall financial health, primarily by using key financial ratios such as the debt to equity ratio, current ratio, and interest coverage ratio.
- Examining and evaluating the cost-efficiency of each department of the company, considering what percentage of the company's financial resources each department consumes.
- Creating, updating, and maintaining financial models and detailed forecasts of the University's future operations.
- Comparing historical results against budgets and forecasts, and performing variance analysis to explain differences in performance and make improvements going forward.
- Considering opportunities for the university to expand or grow. Mapping growth plans, including capital expenditures and investments.

Essential Qualifications:

- Bachelor's degree in Business, Finance and/or Accounting
- CPA preferred
- 2-3 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 needed
- A personal commitment to North Park's mission of diversity and Christian higher education

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