



DIRECTOR OF FINANCE OPPORTUNITY GUIDE



**NORTH PARK
UNIVERSITY**
CHICAGO

www.NorthPark.edu

ABOUT NORTH PARK UNIVERSITY



Founded in 1891 by the Evangelical Covenant Church, North Park University is located on Chicago's north side and enrolls nearly 3,000 students across all levels of degrees offered. North Park seeks to prepare students for lives of significance and service through education in the liberal arts, professional studies, and theology. The University's academic programs and learning environments are informed by three distinctives:

- 1) **Christian:** We nurture faith, balancing commitment, and freedom.
- 2) **City-centered:** We engage Chicago as a dynamic place of learning and service.
- 3) **Intercultural:** We embrace and value all people, celebrate the global cultural tapestry, and support the reconciling mandate of the Christian gospel.

Building on these distinctives, the institution seeks to create a university of uncommon character and enduring excellence where faith, learning, and service meet.

The University's annual operating budget approaches \$52 million, and its endowment is currently more than \$100 million. North Park University has been able to run surpluses to the budget for the last two years, even as the pandemic had a significant impact on student enrollment and operations.

THE OPPORTUNITY: DIRECTOR OF FINANCE



North Park University seeks an executive finance professional to serve as Director of Finance (a.k.a. Comptroller). This position will report directly to the Vice President of Finance and Administration/CFO and work closely with the director level senior management team, and members of the Board's Finance Committee. The Director of Finance will oversee the University's finance and accounting operations with 3 direct reports (Manager of Financial Planning and Analysis, Senior Accountant, and Staff Accountant.)

The successful candidate will be responsible for overseeing financial transaction processing, recording, and reporting, ensuring appropriate internal controls are in place and followed. The Director will prepare and monitor institutional budgets and cash flow including payables, and receivables accounting. The Director will

ensure compliance with all local, state, and federal laws as well as legal agreements and contracts with donors, vendors, and other financial stakeholders. In addition, the Director will oversee the General Ledger and fund accounting and will coordinate annual audits with public accountants and manage all tax matters including documentation and reporting to relevant agencies and departments.

Additionally, the Director of Finance will be a key strategist, working closely with the Vice President of Finance and Administration/CFO on the University's short-term and long-term financial management. A true collaborator, the Director of Finance will have a thorough understanding of financial flow and what drives finances at North Park University.

PERFORMANCE OBJECTIVES

ACCOUNTING

- Assure proper accounting procedures, compliance requirements, and controls are applied throughout all financial transactions within the institution.
- Develop/monitor billing policy and procedures to effectively manage student receivables including student loan collections.
- Create 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.
- Coordination of all aspects of the annual audit of the financial statements and Federal A-133 audit.
- Ensure timely and accurate government and agency reporting. Keep informed of and ensure compliance with all government and agency regulations. (e.g., unrelated business income, post-retirement benefits liability accounting, etc.)
- Further develop budget process, including improved budget development, analysis, control, and reporting procedures.
- Enhance systems for cash flow management including improved forecasting, analysis and reporting of sources, and uses of funds.
- Develop internal audit procedures as appropriate.
- Lead the institution financial audit process with the University's public accounting firm.

FINANCE

- Assess and develop needed documented policies, training, manuals, and procedures. Standardize reporting and year end processes. Integrate or transition potential new processes with standing processes to maximize productivity and minimize disruption. Seek options for automated, digital, relevant, and modern practices whenever applicable.
- Assist the CFO with major finance analyses and decisions, bank presentations, and materials for Board and Finance Committee materials.
- Work with the CFO with multi-year planning models and assessing the comparative financial performance of the University by instituting appropriate financial ratio analysis and review of comparative financial data.
- Seek to identify budget savings and financial economies throughout the institution.

TEAM MANAGEMENT

- Ensure effective leadership of the Finance team.
- Lead, develop, motivate, supervise, and maintain a highly effective, productive, and cohesive staff with both professional/technical expertise and operational talent with an approach of support and service to the rest of the institution.
- Provide collaborative leadership in maintaining a positive and productive working relationship with the Board of Directors, peers, partners, students, volunteers, and other stakeholders.

THE QUALIFIED CANDIDATE



North Park University seeks a collaborative Director of Finance to oversee and modernize all financial aspects of the University's Business Office and assist the Vice President of Finance and Administration/CFO in driving the institution's financial strategy, planning, management, and reporting. The successful candidate will have a passion for serving the University through their experience, skills, and alignment with the institution's distinctive values. They will demonstrate a customer service mindset and practice to partners within the University. The successful candidate will also bring a passion for managing an accomplished team of finance professionals and encouraging their continued learning and best work.

SPECIFIC REQUIREMENTS INCLUDE:

- A personal commitment to North Park's mission of diversity and Christian higher education.
- 7 years of work experience in financial and accounting management roles, preferably in higher education.
- Financial and accounting acumen, knowledge of latest GAAP standards, and IRS regulations impacting Universities.
- Strong management and supervisory skills.
- Excellent written and verbal communication skills to present financial information in an easy-to-understand format to non-finance professionals.
- Formidable analytical, problem-solving, and strategic-thinking skills.
- Experience working with Colleague financial software is preferred.
- Career track record that shows stability with an organization and capacity to develop and nurture relationships culminating in overall success.
- CPA preferred.
- Bachelor's Degree in Business, Accounting, Finance, or related discipline; Advanced Degree preferred.



HOW TO APPLY

NORTH PARK UNIVERSITY OFFERS A COMPETITIVE BENEFITS PACKAGE:

- Tuition remission offered at 100% for full-time faculty and staff effective on the start date of employment. Spousal/dependent tuition remission offered at a reduced rate for certain programs.
- BCBS PPO / EPO offering at 67% employer coverage for employee, employee plus 1, and family coverage.
- First Commonwealth Dental insurance offering PPO and HMO options.
- Guardian Vision insurance offered.
- Mutual of Omaha term life insurance.
- Express Scripts Prescription Drug Coverage.
- Flexible Spending Account.
- TIAA Retirement Account with employee matching contribution when eligible.
- Accrued Leave Benefits: Sick leave, Vacation leave, and Personal leave.
- Commuter benefits offered through Commuter Check Direct.
- Weekly chapel offered for all students, faculty, and staff (optional).
- Access to 68,000 square foot fitness and recreation area on-campus, with discounted opportunities to participate in group fitness and personal training.
- On-campus dining with reduced faculty and staff price.
- Discount of 30% offered at McCormick Montessori Child Care Center.

COVID 19 considerations: Currently, vaccines are encouraged for employees but not mandatory. We are a mask friendly and mask optional environment.

North Park University is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.

To assure confidential tracking of all applicants, no applications are accepted via email. **ALL INQUIRIES WILL BE HELD IN STRICT CONFIDENCE.** All candidate submitted materials and credentials are reviewed for consistency and accuracy. Candidates can expect that North Park University will verify employment/academic/background information both in the screening process and for the finalist(s) in a formal background check.

This search is being managed by Laura Weinman, Vice President of KEES and Stacy Harker, Project Manager. Questions may be addressed to sharker@kees2success.com.

ABOUT KEES

KEES (formerly Alford Executive Search) is a nonprofit executive search firm that builds diverse teams with dynamic leaders in the nonprofit and public entity sectors. A woman owned and operated firm, KEES offers a full array of nonprofit consulting services including executive search, leadership development, interim staffing, and HR support. For more information, please visit www.kees2success.com.

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