Location:
Dallas, Texas

Deadline to Apply:
Rolling

About Paul Quinn College
Paul Quinn College (PQC) has been widely recognized as one of the most innovative small colleges in America. Founded in 1872, by a group of African Methodist Episcopal Church preachers, PQC is a private, four-year, faith-based, liberal arts-inspired Historically Black College. Located in southern Dallas, we proudly educate students of all races and socio-economic classes under the banner of our institutional ethos, WE over Me. Guided by our mission to create servant leaders and agents of change for the global marketplace, we are committed to providing a quality education that addresses the academic, professional, and social development of students.

By focusing on academic rigor, experiential learning, and entrepreneurship PQC has become a model for urban higher education. As the ninth federally-funded Work College in the nation and the first Urban Work College in history (first-ever minority-serving institution (MSI), historically black college, and Texas-based institution), all PQC residential students are required to work 12-15 hours per week in addition to managing their academic course load. As a Work College, PQC provides students with the unique opportunity to spend their college career gaining real world work experience while paying less than $15,000 per year for tuition, fees, room and board. The vision of the Work College Program is to transform ability into action and potential into achievement by encouraging all students to embrace the ideals of disciplined work, servant leadership, and initiative in preparation for lives of financial freedom, community engagement, and outstanding character.

The Urban Work College model not only makes PQC a unique post-secondary institution, but it is also of material importance for our students given that every year 80 - 85 percent of them are eligible for Pell Grants. Additionally, because our students come from families where long-term unemployment and under-employment is prevalent, our work program provides them with the type of internship experience that they have historically been denied.

Under President Michael J. Sorrell’s leadership, Paul Quinn has become one of the most innovative and respected small colleges in the nation. Fortune magazine recognized President Sorrell’s work and the College’s transformation by naming him one of the World’s 50 Greatest Leaders. President Sorrell is also a three-time award winner of HBCU Male President of the
Year by HBCU Digest and was named by Time Magazine as one of the “31 People Changing the South.”

For more information about Paul Quinn College, please visit https://pqc-edu.squarespace.com/whoweare

Position Overview
Paul Quinn College seeks an experienced Finance Director with strong leadership skills, long-term vision, and a strategic and innovative approach to financial and fiscal management and reporting.

Reporting to the Chief Financial Officer (CFO) the Finance Director will maintain oversight of financial operations and provide guidance over internal controls, policies, and procedures. They will be responsible for fully complying with all audit requests and abiding by institutional, state, and federal compliance policies. The Finance Director will assist the CFO with banking and cash flow management as it relates to daily operations, provide insight to fiscal planning, and create financial reports for the President and Board of Trustees. In addition, it is expected that they will develop and maintain excellent relationships with current and prospective financial partners, investors, and stakeholders. Candidates need to have a solution-based approach to leadership and draw from entrepreneurial approaches to advance the values and mission of Paul Quinn College. Experience in higher education is not required, while experience in other sectors is favored.

Essential Duties and Responsibilities

Compliance and Operations
- Ensure all financial activities meet ethical standards and abide by institutional, state, and federal regulations
- Assist with risk management preparation and response
- Lead institutional response for finance audits including preparing documents, coordinating submission, and following up with auditor requests
- Remain active and up-to-date with shifts in policies including tax compliance and accounting practices
- Address and respond to shift in policy, goals, or projects promptly without compromising quality of work
- Advise colleagues in regard to financial investment, risk, and reporting of their respective units
- Review and document procedures to maintain accurate records of operations
- Integrate policies and procedures to improve processes

Fund Management and Reporting
- Manage accounting, finance, purchasing, and business office functions
- Provide oversight to cash flow management and fund draws
- Prepare and review consolidation reports and manage ledger accounts
- Analyze financial trends and research best practices that advance the financial goals of Paul Quinn College
• Implement and manage processes for internal and external fiscal reporting
• Oversee the completion of projects and reports including data submission, benchmarking, and plans for future development
• Lead implementation of new financial strategies under advisement of President’s Office and CFO
• Support launch and development of endowment by working with internal and external partners to identify sources of revenue including costs reduction strategies, partnerships, and donors
• Prepare financial reports for the President’s Cabinet and Board of Trustees

Other duties as assigned.

Qualifications
• Master's Degree from an accredited institution, preferably with a strong emphasis in fiscal management, a C.P.A., or the equivalent.
• Must be knowledgeable in Generally Accepted Accounting Principles (GAAP) accounting and reporting.
• At least 7 years of experience in fiscal management positions experience as a business official directing budgeting and accounting functions, projecting revenue, utilizing fiscal models, and setting controls to monitor revenue and/or expense variances.
• Ability to analyze, evaluate, and interpret complex financial data and make ethical decisions.
• Entrepreneurial and forward-thinking approach to planning and decision-making.
• Model a work ethic that promotes growth and advancement of mission values.
• Ability to assume additional managerial responsibilities as appropriate to the position.
• Ability to relate to and effectively communicate with the community, administrators, faculty, staff, students, and the Board of Trustees.
• Knowledgeable about large, complex computer systems, technology, and information management.

How to Apply
Please submit your completed application, cover letter, and resume to careers@pqc.edu.

It is the policy of Paul Quinn College not to discriminate against any individual in its educational programs, activities, or employment on the basis of race, color, national origin, sex, disability, veteran status, age, religion, or marital status.