ADMINISTRATIVE STAFF
JOB POSTING

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<th>Position: Director of Finance and Accounting</th>
<th>Department: Finance &amp; Administration</th>
<th>Status: FT</th>
<th>Supervisor: Chief Financial Officer</th>
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<td>Supervises: 1 position</td>
<td>Date Released: 10/25/21</td>
<td>Version: 01</td>
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GENERAL SUMMARY: This position works closely with the offices of the Chief Financial Officer, Registrar, Academic Affairs, Student Affairs, Development, and other staff, administrators, faculty members, and third-party vendors and consultants. Ultimately, the position is responsible for ensuring that all financial, accounting, and related administrative functions are performed in accordance with the mission, policies and By-Laws of the Seminary as established by the Board of Trustees, and in accordance with sound business practices for non-profit academic institutions and applicable laws and regulations.

Responsibilities include management of:
- Day-to-day activities of the accounting function
- Month-end close and production of accurate, timely financial reports for the President, Chief Financial/Business Officer, the Finance Committee, and the Board of Trustees
- Compilation of financial information in connection with the budget
- Timely, accurate reporting to regulatory bodies
- Coordination of tax report preparation with third-party tax accountants
- Assist President with banking and investment banking firm relationships
- Special projects as needed

FUNCTIONAL REPORTING AREA:
Finance & Administration

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Management of the following accounting functions:
Accounts Payable/Vendor payments
Cash Receipts/AR
Billing/Assist with Student Accounts
Payroll & Tax Reporting
Manage External Audit
Fund Reporting
Tax Filings for Seminary and related entities
Budgeting
General Ledger and Financial Reports
Regulatory Filings & Reporting
Other related projects and responsibilities as assigned
Administration/Fiduciary

- Administer operating and capital spending relative to the approved budgets and prepare periodic reports as requested by the Chief Financial Officer or by the Finance Committee.
- Administer all financial books and records with appropriate accounting control systems, and prepare annual financial statements in accordance with “Generally Accepted Accounting Principles” to be reviewed by the Chief Financial Officer, for audit by an independent firm of certified public accountants and presentation to the Board of Directors for approval.
- Under the supervision of the Chief Financial Officer and Board Finance Committee, assist in the management of the Seminary’s financial assets and liabilities, and with respect to the Seminary’s Invested Funds, do so working with the outside bank and fund managers engaged to aid in the appropriate investment of invested funds, in accordance with the “Investment Policy and Guidelines” approved by the Board of Trustees.

QUALIFICATIONS
KNOWLEDGE, SKILLS AND ABILITIES:

- Bachelor’s Degree in Accounting or equivalent educational and/or work experience (especially in higher education). CPA is not required but is preferred.
- At least eight (8) years of experience working in a profit or not-for-profit accounting department and fund accounting. Experience in higher education and not-for-profit institution a plus.
- At least four (4) years of experience supervising accounting staff.
- Ability to perform detailed work with numerical data and to make math computations accurately and rapidly.
- Excellent PC skills with proficiency in Microsoft Office software, especially Excel. Experience with Great Plains software and higher education related platforms is preferred. Ability to use general office machines, especially calculators. Ability to learn and operate new computer software, and to write and edit database reports.
- A personable, experienced individual with excellent interpersonal skills demonstrating the ability to work with limited supervision and effectively relate to a diverse group of people, including faculty and administrators and students.
- A dependable individual with organizational, communication and administrative skills demonstrating the ability to handle multiple project and deadlines simultaneously.
- Ability to understand and contribute to the mission of McCormick and its academic programs.
- Independent problem-solving and time management skills.
- Strong knowledge of Generally Accepted Accounting Principles, specifically as they relate to Fund Accounting
- Also:
  - Advanced Microsoft Excel skills.
Experience with Great Plains Dynamics a plus
Experience with Blackbaud Financial Edge a plus.
Knowledge and experience with Raiser’s Edge a plus.

GENERAL REQUIREMENTS

• Ability to use the seminary’s database and software as appropriate to the position.
• Information regarding students and employees must remain confidential.
  Individuals who break confidentiality are subject to dismissal.
• All employees shall avoid even the appearance of conflict of interest, special interest or any other inappropriate conduct.
• Awareness of our multi-cultural environment with the ability to distinguish diverse characteristics and the ability to work accordingly.

This description contains information and facts considered necessary to describe and evaluate this job fairly and equitably. This document should not be considered as a detailed description of all the work requirements performed, but as an indication of the duties and levels of skills required.

Send Cover Letter and Resume to Ashley Woodfaulk at mccormickhr@mccormick.edu and Greg Cofoid at cofoidg@gmail.com.