

Director of Finance and Business Operations
The University of St. Thomas

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Posted Apr. 3, 2019, set to expire Aug. 3, 2019

Job Title	Director of Finance and Business Operations
Department	
Institution	The University of St. Thomas St. Paul, Minnesota
Date Posted	Apr. 3, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Fiscal Services
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Apply By Email

Job Description

Director of Finance and Business Operations

OVERVIEW

The University of St. Thomas invites qualified candidates to apply for a Director of Finance and Business position within the School of Divinity.

The University of St. Thomas embraces diversity, inclusion, and equal opportunity for all. Our convictions of dignity, diversity and personal attention call us to embody and champion a diverse, equitable and inclusive environment. We welcome applicants of diverse races, ethnicities, geographic origins, gender identities, ages, socioeconomic backgrounds, sexual orientations, religions, work experience, physical and intellectual abilities, and financial means. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. This commitment is consistent

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with our mission to inspire our students, using the Catholic intellectual tradition, to think critically, work skillfully, and act wisely – all for the common good. A successful candidate will possess a commitment to the ideals of this mission.

JOIN OUR COMMUNITY

The University of St. Thomas offers a competitive and comprehensive benefits program, which includes:

- Up to 100% tuition remission for employees, spouses, and dependents upon eligibility
- A generous Employer retirement contribution of 9.4% of annual salary upon eligibility
- Medical, dental, and vision options
- Employer-paid disability, life, and AD&D benefits

JOB SUMMARY

Direct the daily business related and financial functions of The Saint Paul Seminary School of Divinity and affiliated institutes (total budgets of \$7.5m) and Saint John Vianney Seminary (total budget of \$1.8 M). Work in concert with UST's Controller's Office to: provide timely and meaningful financial and operational information to the Rector/VP of The Saint Paul Seminary, the Finance & Audit Committee of the Board of The Saint Paul Seminary Corporation, the University of St. Thomas, and to the Rector of Saint John Vianney Seminary. Manage the investment portfolio of The Saint Paul Seminary Corporation and Saint John Vianney Seminary (\$34M) through the use of outside investment advisors approved by the Seminary's Board of Trustees. Serve as a liaison with UST physical plant and outside vendors to properly maintain and operate The Saint Paul Seminary buildings and equipment. Provide direct supervision to the Administrative Assistant to the Director of Finance and Operations, Receptionists, and Guestmaster/Clergy Chef.

ESSENTIAL FUNCTIONS

General Finance Management

- Process Cash Receipts and Disbursements in compliance with UST policies and procedures
- Serve as liaison with UST Controller's office to prepare accurate financial reporting
- Ensure the safeguarding of Saint Paul Seminary School of Divinity, related institutes and the Saint John Vianney Seminary resources by following policies and procedures
- Provide Rector/VP, and Finance & Audit Committee of The Saint Paul Seminary Board, and the Board of Trustees financial results and both short-term and long-term projections for all Saint Paul Seminary

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School of Divinity other institutes and the Saint John Vianney Seminary operations as needed

Manage cash balances, perform bank JV entries, and reconcile SJV bank account

Process SJV payroll and monitor benefits

Ensure proper stewardship of Saint Paul Seminary School of Divinity, other institutes and the Saint John Vianney Seminary resources

Measure by which achievement of desired end result can be known for the Saint Paul Seminary School of Divinity, other institutes and the Saint John Vianney Seminary financial information is accurately reported and timely communicated to the SPSSOD administration and the Finance & Audit Committee of the Board of The Saint Paul Seminary and the Board of Trustees along with meaningful recommendations for improvement and change.

Ensure strong relationship is maintained with the UST Controller's Office and Physical Plant and outside vendors and ensure that Accounting and other policies and procedures are followed.

Budget Development and Monitoring

Prepare The Saint Paul Seminary School of Divinity, other institutes and the Saint John Vianney Seminary financial and operating budget

Review Saint Paul Seminary and Saint John Vianney Seminary investments and make recommendations on spending policy withdrawals based on budget projections/needs

Create and annually monitor a five year operational budget and a five to ten year capital improvement budget

Provide regular financial reporting to financial managers for their respective areas

Process budget transfers and reallocations in compliance with UST policy, as needed

Monitor restricted funds to ensure spending is in accordance with donor guidelines

Meet with all departments of the Saint Paul Seminary, other institutes and the Saint John Vianney to develop future year's budgets and provide accurate and timely financial reports to all departments

Investment Management, Monitoring and Reporting

With the Finance and Audit Committee of The Saint Paul Seminary Board and Saint John Vianney Seminary, determine investment strategies and provide direction to the administration for the investment of Saint Paul Seminary and the Saint John Vianney Seminary funds.

Includes the selection of an investment advisor/consultant and investment manager(s), determination of asset allocation strategies and appropriate benchmarks, and monitoring investment performance on a regular basis.

Conduct an annual review of investment and distribution policies

The Director of Finance will assist the Finance and Audit Committee in fulfilling the above responsibilities

Audits (Annual Financial Statement)

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Coordinate with the UST Controller's Office the preparation of the Saint Paul Seminary Corp.'s annual financial statements
Prepare audit work papers for Saint John Vianney Seminary and work with external audit firm to assure completion of final audit
Restricted Gift Accounting/Reporting and Development Relations & Reporting

Assist The Saint Paul Seminary School of Divinity Development Office in reporting accurately and timely information to donors and Seminary administration
Ensure donor gifts are categorized properly and deposited into the appropriate accounts
Facilities and Property Management

Manage all projects related to repairs and maintenance of all property, equipment and furnishings of the Saint Paul Seminary
Oversee all work provided by outside vendors in remodel, upgrade, and repairs to facilities of the Saint Paul Seminary
All Other Duties as Assigned by Rector/Vice-President

QUALIFICATIONS

Minimum Qualifications

Bachelor's degree in Accounting, Finance or Business Administration
Seven years of professional level experience in a combination of accounting, budgetary and financial analysis and reporting
An equivalent combination of education and experience from which comparable knowledge and skills have been acquired may be substituted.

Preferred Qualifications

Experience in project management related to facilities management preferred

HOW TO APPLY

On the University of St. Thomas Jobs page, follow the instructions to complete an online application which includes uploading a resume and copy/pasting a job specific cover letter.

In light of its commitment to create and maintain a safe learning and working environment, employment with the University of St. Thomas requires consent and successful completion of a background



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screening.

The University of St. Thomas, Minnesota Human Resources Department advertises the official job listing on its website at www.stthomas.edu/jobs.

The University of St. Thomas is an Equal Opportunity Employer

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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