SOUTHERN CALIFORNIA COLLEGE OF OPTOMETRY

Vice President of Financial Affairs & CFO

We are currently seeking an experienced and talented Vice President of Financial Affairs & CFO. This strategic leadership role is a full-time administrative position reporting directly to the President of the College. The Vice President of Financial Affairs & CFO is also a member of the President's Executive Council (PEC).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

I. Overall responsibility for all financial activities of the College.

- Reviews and monitors the College's financial condition; this includes ensuring that guidelines are being followed with regard to all restricted College funds; and that all requirements are met in a timely manner with regard to the Tax-Exempt Bond Issue; makes recommendations to the President.
- Provides strategic management of the accounting and finance functions.
- Annually reviews the College's Investment Policy and makes recommendations to the President and Board of Trustees Finance Committee.
- Coordinates and manages the Annual Budget and presents such to the President and the Board of Trustees for approval. Provides ongoing improvement of the budgeting process through education of department managers on budgetary issues.
- Under direction of the President, gives reports to Board of Trustees and Board of Trustee Committees.
- Provides guidance and support to all individuals responsible for programming and administration of departmental budgets.
- Collaborating with leaders of other departments to prepare for critical business opportunities.
- Assure the College's fiscal records are in accordance with Generally Accepted Accounting Principles as they apply to private, non-profit educational institutions.
- Oversight of the accounting systems, policies, and procedures.
- Provide timely and accurate financial statements and reports.
- Oversight of internal controls that safeguard the College's assets.
- Oversees the investment activities of the College to insure that they are in compliance with the College's Cash Management and Investment Policy and supervised activities of the Director of Investments and Restricted funds.
- Oversees the Accounting and Purchasing area and directly supervises the Controller and Purchasing Manager.
- Hiring, training, and retaining competent finance staff.
- Oversight responsibility for Campus Store operations which is directly supervised by the Controller.
- Oversight of the payroll function– working closely with Controller and Human Resources.
- Final authority over accounting and finance functions.

2. Recommends to the President appropriate changes relating to the College's books and fiscal records.

3. Provides timely and accurate financial statements and reports to the Board of trustees, College Administration, and other interested parties.

4. Oversight responsibility that restrictions on temporarily restricted and permanently restricted funds are met and applicable reports are properly filed.

5. Oversee cash management and investment activities of the College.

6. Carries out all other related responsibilities as may be assigned by the President.

7. Establish and monitor appropriate controls and procedures related to purchasing and procurement services for the College Community.

8. Oversee business risks and insurance requirements of the College.

9. Ensuring compliance with state and federal regulations.

QUALIFICATION REQUIREMENTS

The successful candidate will have a Bachelor's degree in Accounting or related field from and accredited College or University; CPA or MBA equivalent and 10 years of experience in accounting or finance.

Additional qualifications include:

- Knowledge of Generally Accepted Accounting Principles as they apply to private, non-profit educational institutions
- Non-profit experience desired
- Higher Education experience highly preferred
- Successful record of the strategic management of the accounting and finance functions
- Accomplished manager and team builder
- First-hand experience leading change management initiatives
- Creative problem-solving skills and the ability to exercise sound judgment based on accurate and timely analysis.
- Proactive self starter
- Polished interpersonal skills; effective communicator, both oral and written
- Knowledge of cash management oversight
- Knowledge of risk management oversight
- Knowledge and understanding of the Uniform Prudent Management of Institutional Funds Act (UPMIFA)
- Understanding and knowledge of accounting for endowed funds
- Master of Excel skills; proficiency with MS Office
- Multi tasking capability

Qualified candidates are encouraged to send their resume along with a cover note conveying why they feel they would be an excellent candidate for this position. **Please include salary history and expectations** along with your resume and cover note.

Please send resumes / cover letters to: humanresources@scco.edu

SCCO is an equal opportunity employer.