

Job Title: Chief Financial Officer
FLSA Classification: Exempt
Reports to: President

Position Goal:

The goal for each member of the campus community is to believe and live consistently by the principles of the mission of the University. The USW mission is as follows:

University of the Southwest is a Christ-centered educational community dedicated to developing men and women for a lifetime of servant leadership by emphasizing individual faith, responsibility, and initiative.

- Teaching at University of the Southwest adheres to belief in God, in the Bible as the inspired Word of God, in Jesus Christ as the Son of God, and in the separation of church and state.
- University of the Southwest strives for excellence in academic curriculum, campus life programming, and student activities in a supportive educational community where freedom of thought and expression is honored and the demonstration of faith in acts of service is encouraged.
- At University of the Southwest, students are instructed and mentored by a faculty and staff who demonstrate Christ-centered values and maintain an environment where students can live and work cooperatively, valuing the multiple cultures from which they came.
- As a community of initiative, University of the Southwest challenges graduates to become enterprising members of our society contributing to the common good by advocating and participating in the productive commerce of free enterprise, the constitutional privilege of self-government, and the practical contributions of community service.

Position Summary:

The Chief Financial Officer (CFO) supports and advances the University's mission through leadership of the institution's fiscal services in an aim to advance the University mission, promote collegiality, ensure regulatory compliance, and grow the institution. The CFO ensures vitality of the University through prudent and effective financial management.

Essential Functions:

1. Compiles and manages the institution's long-range financial plan and annual unrestricted budget.
2. Manages disbursement of restricted and endowed funds to insure compliance with

stipulations of donors and funding sources.

3. Prepares comprehensive, monthly financial statements and other pertinent financial analyses to support the University's Administration and Board of Trustees in managing and directing the institution.
4. Works with the Campus Steward to manage the approved budget for additions and improvements to institutional resources, providing recommendations to the University's President for growth and/or redirection of facilities, programs, and/or personnel.
5. Manages Business Office function, ensuring utilization of payments, contributions, and other resources in a manner consistent with the University's missions, the directives of the President and/or Board of Trustees, and the stipulations of donors.
6. Supervises Personnel and Payroll functions to ensure appropriate compensation of University employees and compliance with federal and state regulations.
7. Manages financial affairs of the University of the Southwest Foundation.
8. Ensures receipt of an unqualified audit opinion. Implements and maintains generally accepted accounting principles.
9. Supports and advances the University mission through execution of duties, hiring of new employees, managing existing employees, representation in the community, and being fully responsive to the University President.
10. Supervises and manages the Office of Financial Aid.
11. Supervises and manages the Human Resources and Regulatory Compliance Office.

Other Responsibilities:

1. Performs other related duties as assigned.
2. Participates in campus activities.

Education, Experience and Skills Required:

1. Bachelor's degree in Accounting, Business Administration or related field. Master's of Business Administration or CPA preferred.

2. Five to 10 years of senior management, preferably in an academic environment.
3. Strong accounting skills and experience required.
4. Strong and comprehensive analytical skills; effective interpersonal skills; and strong oral and written communication abilities.
5. Demonstrated ability to organize work, set priorities, work independently, and handle multiple functions.

The undersigned acknowledges that he/she has read and comprehends this job description. Further, the undersigned affirms his/her understanding that the responsibilities, expectations, and requirements itemized above are only intended to be a general description of the job, and should not be construed to represent an exhaustive, all inclusive description of the position duties and requirements. University of the Southwest reserves the right to modify this job description at the University's discretion.

By his/her signature, the undersigned agrees to perform, to the best of his/her abilities, the position provided for in this job description.

Employee Signature

Date

Supervisor Signature

Date