



CROWLEY'S RIDGE COLLEGE

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Director of Finance & Human Resources

Position Description

The Director of Finance & Human Resources is the Chief Financial and Human Resource Officer of the College and reports to the President. This position entails mainly two areas, finances and human resources. Specific responsibilities include providing executive-level direction and management oversight for financial planning, budgeting and analysis, accounting, finance controls and reporting, accounts payables/receivables, purchasing and contracts, financial aid, auxiliary enterprises, investments, risk management and insurance, and human resources management.

Strategy, Vision, and Leadership:

- Advise the board of trustees and/or board committee(s), president, executive committee, other senior leadership on financial planning and analysis, budgeting, cash flow, investment priorities, and policy.
- Serve as ongoing financial advisor to the president, and each budget manager.
- Effectively communicate and present critical financial and human resource matters at select board meetings, various committee, and management meetings.
- Supervise the departments of financial aid, business office, and information technology.
- Improve and implement an appropriate system of operational policies and procedures in working with the departments of financial aid, business office, and information technology.
- Contribute to the development of CRC's strategic goals, objectives, and overall management regarding the areas of finance, human resources, and information technology.
- Maintain ongoing communication, keeping the president informed of all critical issues related to finance, human resources, information technology, and other important matters.

Finances:

- Upgrade and implement an appropriate system of financial policies, internal controls, accounting standards, and procedures.
- Plan, coordinate, and execute the annual budget process, connecting it to CRC's strategic plan.
- Provide analytical support to CRC's executive committee and budget managers, including the development and use of internal management reports regarding current finances.
- Serve as the main contact in working with external auditors, providing them all reports and any information needed to complete the annual audit.
- Supervise and improve administrative and operational financial related services such as student revenue and gift processing, financial aid services, employee benefits, payroll, accounts payable/receivable, and purchasing.

Human Resources:

- Develop and oversee the human resource department budget.
- Maintain and supervise a calendar to keep track of all employee sick, personal, and vacation days. Currently, a “Days Off Tracker” online calendar is used for this purpose.
- Oversee the planning, development, and implementation of human resource-related initiatives that support CRC’s strategic goals.
- Be accessible to faculty/staff and report to the administration on issues regarding implementation of policies/procedures and other human resource issues.
- Oversee employee orientation, benefits plans, policies and guidelines, equal opportunity employment programs, employee records, and documentation policies.
- Advise the president, executive committee, and managers on legal implications of human resource issues related to employees.
- Coordinate any needed editing and revising of the Faculty and Staff Handbook (FASH).
- Conduct training sessions and announcements to address issues and policies outlined in the FASH and related areas.

Note concerning the areas of Finances and Human Resources: Perform other duties and tasks as this position is further developed in each of these areas.

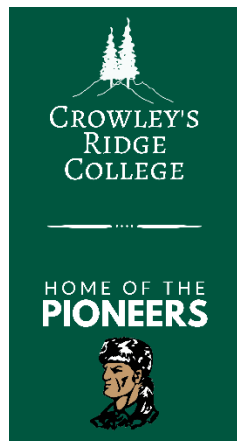
Attending conferences may be required periodically, including the High Learning Commission, Financial Aid, and The National Association of College and University Business Officers (NACUBO) or perhaps others emphasizing topics connected to this position.

Preferences / Requirements:

- Prefer a minimum of 5 years work experience in accounting, finance, or business management in a leadership role.
- Prefer higher education experience with accounting and budgets.
- Computer proficiency in using Microsoft Word, Excel, databases, and PowerPoint is a plus.
- Minimum of a CPA or a master’s degree in business, accounting, or a closely related field.
- Candidates must be active members of a Church of Christ and demonstrate a commitment to Christian ministry.

Please submit a resume by email to: Dr. Richard Johnson, President at rjohnson@crc.edu

Questions? Call or email: 870-236-6901 or rjohnson@crc.edu



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