



CROWLEY'S RIDGE COLLEGE

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Director of Finance

Position Description

The Director of Finance is the Chief Financial Officer of the College and reports to the President. This position entails mainly one area, financial management. 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.

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 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, information technology, and connected areas.
- Maintain ongoing communication, keeping the president informed of all critical issues related to finance, 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.

Note concerning all areas for the Director of Finance: Perform any other connected duties and tasks related to financial management as this position is further developed.

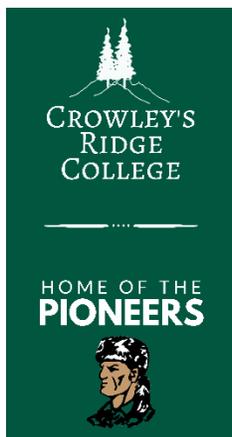
Attending conferences may be required periodically, including the High Learning Commission, Financial Aid, and The National Association of College and University Business Officers (NACUBO) or perhaps others emphasizing topics connected to this position.

Preferences / Requirements:

- Prefer a minimum of 5 years work experience in accounting, finance, budgeting, or similar area.
- Prefer higher education experience with accounting and budgets.
- Prefer person having worked in or closely connected with a leadership role.
- Computer proficiency in using Microsoft Word, Excel, databases, and PowerPoint is a plus.
- Require a minimum of a bachelor's degree in accounting, finance, or a closely related field.
- Prefer a CPA and/or a master's degree in accounting, finance, or business.
- Candidates must be a current active Christian and be willing to sign a statement of faith.
Crowley's Ridge College is a socially conservative institution associated with the Churches of Christ.

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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