



Marshall B. KETCHUM UNIVERSITY

Vice President for Financial Affairs & CFO

JOB SUMMARY

Are you looking for an opportunity to join a growing University? Are you able to “speak” Accounting in ways that non-Accounting folks in your organization understand and can easily apply it to their departments? Do you have strong communication skills and enjoy collaborating? If you said yes, yes, yes and YES, then read on!

The Vice President for Financial Affairs & CFO (VPFA) is a full-time administrative position reporting directly to the President of Marshall B. Ketchum University (MBKU). The VPFA is also a member of the President’s Executive Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Overall responsibility for all financial activities of the University

- Directly supervises the University Controller.
- Oversees the Annual Budgeting process and directly supervises the Senior Director of Financial Reporting and Budget who manages the annual budget. Ensures supporting documentation forecasts and presents such to the President and the Board of Trustees for approval.
- Ensures administrative and fiscal oversight for Student Accounts Services and directly supervises the Director of Students, Accounts who is responsible for student financial systems, student billing, compliance and ensures proper reporting of transactions.
- Reviews and monitors the University’s financial condition; this includes ensuring that guidelines are being followed with regard to all restricted University funds; and that all requirements are met in a timely manner with regard to the University’s debt obligations; makes recommendations to the President.
- Provides strategic management of the accounting and finance functions.
- Annually reviews the University’s Investment Policy and makes recommendations to the President, Board of Trustees and Finance Committee.
- Under direction of the President, gives reports to the Board of Trustees and Board of Trustee Committees.
- Collaborates with leaders of other departments to prepare for critical business opportunities.
- Assures the University’s fiscal records are in accordance with Generally Accepted Accounting Principles as they apply to private, non-profit educational institutions.
- Oversees the accounting systems, policies, and procedures.
- Provides timely and accurate financial statements and reports.



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- Oversees internal controls that safeguard the University's assets.
- Oversees the investment activities of the University to ensure that they are in compliance with the University's Cash Management and Investment Policy.
- Participates as a voting member of the retirement plans fiduciary committee.
- Possesses final authority and accountability over accounting and finance functions.

Recommends to the President appropriate changes relating to the University's books and fiscal records such as:

- University's general ledger and financial reporting systems,
- University's financial statement reporting format, and
- University's chart of accounts.

Provides timely and accurate financial statements and reports to the Board of Trustees, University Administration, and other interested parties

- Oversight responsibility for the accuracy of the University's financial records.
- Oversees publication of the monthly report with budget variations in a timely fashion.
- Oversees publication of monthly cash management and investment reports.
- Publishes quarterly consolidated financial statements.
- Provides reports on restricted funds, student loan accounts, capital purchases, etc., as needed or requested by the President and Board of Trustees.

Oversight responsibility to ensure restrictions on temporarily restricted and permanently restricted funds are met and applicable reports are properly filed

Oversees cash management and investment activities of the University

- Regularly reviews the cash management and investment activities of the University ensuring that they are in compliance with the University's Cash Management and Investment Policy.
- Manages relationships with investors and investment institutions.
- Ensures that proper safeguards are in place to protect cash and investments.
- Oversee business risks and insurance requirements of the University.
- Meets annually with insurance brokers to review insurance requirements.
- Oversight responsibility for completion of all insurance applications.
- Review and make recommendations to the President for policy renewals.

Ensures compliance with state and federal regulations.



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QUALIFICATION REQUIREMENTS

To perform this job successfully, the candidate must be able to perform each duty above satisfactorily. The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong oral communication skills with the ability to collaborate effectively with all levels of employees.
- Strong leadership skills with the ability to empower and coach employees to work effectively and efficiently resulting in high levels of employee engagement.
- Proven ability to convey complex accounting information in a concise, easily understood manner to a wide range of constituencies.
- Possess keen analytical abilities and proven ability to identify, define, analyze, and resolve complex problems with exceptional attention to detail and ability to consistently produce error-free results.
- Highly proficient with Microsoft Excel and experience with accounting software and Windows-based applications; Jenzabar experience preferred.
- Must be able to work in a fast-paced environment with demonstrated ability to effectively prioritize multiple competing tasks and demands.
- Possess knowledge and experience with fund accounting and inter-fund transfers and balances.
- Ability to handle and maintain confidential information.

EDUCATION AND/OR EXPERIENCE

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

- Bachelor's degree in Accounting or closely related field from an accredited College or University.
- CPA required, MBA a plus.
- Minimum of ten (10) years related accounting experience, including five (5) years of supervisory experience.
- Non-Profit Higher Education experience is not required but highly preferred. Preference will be given to candidates with recent Higher Education experience.

ABOUT THE ORGANIZATION

Located in Fullerton, CA, Marshall B. Ketchum University (MBKU) is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College



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of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and will award a Doctor of Pharmacy (PharmD) degree in the Spring of 2020. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

BENEFITS

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under *Employment* for more details regarding benefits of working for MBKU (www.ketchum.edu).

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities