



POSITION TITLE:

Director of Finance/Treasurer

ABOUT SACRED HEART MAJOR SEMINARY

Founded in 1919, Sacred Heart Major Seminary is a Roman Catholic seminary consisting of a fully-accredited, four year College of Liberal Arts, as well as a fully-accredited graduate School of Theology. The mission of the institution is to educate and form candidates for the Roman Catholic priesthood and to prepare men and women for diverse lay ministries and other leadership roles in the Church. The institution has approximately 500 students, including individuals from other countries; most students are enrolled on a part-time basis.

POSITION SUMMARY

The Director of Finance/Treasurer is appointed by the Rector/President to whom the Director reports and is responsible. The Director serves on the Administrative Council as the chief financial officer of the seminary, coordinates with external auditors in their annual audit of the seminary's financial statements, directs the work of the Business Office and the Financial Aid Office, consults with authorized professionals on matters of law, and serves as the seminary's Title IX Officer. As Treasurer, the Director conducts the annual budget and strategic planning process. The Director serves as the liaison between seminary administration and the Finance and Audit committee of the Board of Trustees.

ESSENTIAL DUTIES AND KEY RESPONSIBILITIES

1. Provides leadership to the Rector/President and leadership team in financial, strategic planning, and human resource matters.
2. Consults with authorized professionals on matters of law.
3. Coordinates with external auditors in annual audit of financial statements.
4. Assures financial statements are prepared in accordance with Generally Accepted Accounting Principles and auditing standards.
5. Facilitates the seminary's integrated strategic planning, budgeting, and long-range financial planning process.
6. Provides leadership on the Finance and Audit Committee of the Board of Trustees, the Higher Learning Commission (HLC) and Association of Theological Schools (ATS)

Self-Study Sub-Committees, the Institutional Planning and Assessment Committee and the Financial Aid Distribution Committee.

7. Directs the work of the Business Office, including monthly oversight of budget to actual reports, review of cash receipts and disbursements and account reconciliations.
8. Performs year-end review of financial statements, related work-papers and all general ledger accounts, preparing adjusting journal entries, as needed.
9. Designs and monitor the seminary's system of internal controls, including separation of duties and review processes, to prevent, detect and correct incidents of fraud and material misstatements.
10. Provides leadership in resolving student disputes as they relate to business matters.
11. Oversees the work of the Financial Aid Office, including approval of policies and procedures compliant with federal financial aid regulations, preparation of cash projections for funding of institutional and archdiocesan scholarship programs, approval of institutional, federal, and state scholarship disbursements, management of the institution's Department of Education's G-5 system, and participation in federal Department of Education audits.
12. Oversees federal grants programs, such as the Payroll Protection Program (PPP) grant, Higher Education Emergency Relief Fund (HEERF) grants, and the Fund for the Improvement of Post-Secondary Education (FIPSE), and administer the organization's account in the System of Award Management (SAM).
13. Serves as the seminary's human resource director and Title IX officer, including facilitating the hiring, annual performance appraisal, and training and development processes of seminary staff; providing leadership in answering questions pertaining to employee benefits; maintaining an open door policy to employees regarding work related issues; and investigating EEOC matters.
14. Creates and implements financial and human resources policies and procedures.
15. Prepares financial and personnel reports required by Association of Theological Schools (ATS), Integrated Post-Secondary Education Data System (IPEDS), Higher Learning Commission of the North Central Association of Colleges and Schools (HCL-NCA), and Higher Education Emergency Relief Fund (HEERF).

QUALIFICATIONS

1. Master's degree from an accredited institution in business, accounting, or related field.
2. A minimum of 10 years of financial leadership experience, including 5 years in higher education.
3. Possession of a Certified Public Accountant license or registration.
4. A minimum of 10 years of experience managing the bursar functions of Title IV programs.
5. A minimum of 10 years human resource leadership experience.
6. Solid technical skills in financial reporting, accounting, taxes, grants, treasury operations, human resource management, and strategic planning.

7. Demonstrated ability to lead strategically with energy and passion.
8. Distinct appreciation for the mission, vision, identity, and values of the seminary.
9. Demonstrated ability to establish credibility with all constituencies - board members, administration, deans, faculty, staff, and students - based upon great integrity, critical thinking, outstanding operational performance, excellent organizational skill, and political savvy.
10. A strong and confident listener and communicator who brings integrity, a calm presence, builds consensus, and engenders trust.
11. An articulate and engaging spokesperson.
12. Demonstrates the creative ability to develop fiscal and human resource policies, procedures in a complex environment.
13. Demonstrated judgment of risk management as it relates to the treasury function.
14. Knowledge of Microsoft Excel, Word, and PowerPoint. Significant experience with Raiser's Edge Database and Empower XL Student Data Base.
15. Ability to maintain confidentiality in performance of duties
16. Commitment to supporting and advancing the mission of the seminary.

Please submit resume, cover letter, and three professional references by September 15, 2022. (Priority given to early applicants):

Attention: Ann Marie Connolly, Director of Finance/Treasurer

Email: Connolly.ann@shms.edu

Mail: Sacred Heart Major Seminary

Attn: Ann Marie Connolly

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Start Date: December 5, 2022