



Posting Date: May 7, 2024

Position: Chief Financial Officer (CFO) and Vice President (VP) of Finance and Administration

Department: Finance

Hours per Week: Full Time/ 12
Month

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

Alverno College is seeking a Chief Financial Officer (CFO) and Vice President (VP) of Finance and Administration who will be a strategic leader with a proven track record of financial management and business acumen. This executive role requires a dynamic individual who can oversee our financial operations, drive fiscal strategy, and support the administrative functions that are critical to the college's success. The ideal candidate will bring a blend of innovative thinking and disciplined execution to the table, ensuring that our financial frameworks are robust and agile enough to meet the challenges of a rapidly evolving financial landscape. If you are a visionary leader with a passion for excellence and a commitment to ethical financial practices, we invite you to apply to join our team.

Primary Duties and Responsibilities

The Chief Financial Officer (CFO) and Vice President (VP) of Finance and Administration is a pivotal role that reports directly to the President, steering the financial and administrative functions of the organization towards sustainable growth. This executive leader is responsible for crafting strategic financial plans, ensuring robust financial reporting, and managing the organization's capital and budgeting processes. With a keen eye on the future, the CFO and VP of Finance and Administration will not only safeguard the financial integrity of the college but also drive innovative initiatives that align with the President's vision and the college's long-term objectives.

Strategic Leadership and Planning:

- Provide leadership and management for budgeting, audit, tax, accounting, and insurance activities.
- Assess and evaluate the financial performance of the college regarding long-term operational goals, budgets, and forecasts.
- Key participant in the strategic planning of the college, including as a member of the President's Cabinet.
- Create and establish yearly financial objectives that align with the college's plan for growth.
- In collaboration with the President, select and engage auditors, investors, bankers, and consultants.
- Recruit, hire, manage, and coach staff of reporting departments.
- Implement policies and procedures as deemed appropriate.

Financial Leadership:

- Prepare and present quarterly financial budgeting reports including forecast vs budget and cash flow.
- Review and analyze monthly financial results and provide recommendations.



- Identify, develop, and execute analysis of business initiatives, program and/or service offerings.
- Develop and maintain monthly operating budget and annual operating budget.
- Review and ensure application of appropriate internal controls, compliance, and financial procedures.
- Ensure timeliness and accuracy of financial and management reporting data for federal funders, grantors, foundations, and the board of trustees.
- Oversee the preparation and communication of financial statements.
- Work with Human Resources, Financial Aid, and Advancement to ensure appropriate legal compliance.
- Review all month and year-end reconciliation and closing procedures.
- Enhance and implement financial and accounting systems, processes, tools, and controls.
- Remain current on audit best practices as well as state, federal, and local laws regarding college operations.
- Manage cash flow planning process and ensure funds availability.
- Oversee cash, investments, and asset management area.
- Maintain outstanding banking relationships and strategic alliances with vendors and business partners.
- Utilize forward-looking models and activity-based analysis to provide financial insight in the organization's plans and operating budgets.

Administrative Leadership:

- Oversee Facilities department including identification and assessment of campus-wide capital renewal and deferred maintenance needs.
- Provide leadership and overall management of Human Resources, Technology Services, and other administrative functions .
- Negotiate college contracts.

*The following information is not meant to be all-inclusive.
Other duties and responsibilities may be assigned as necessary.*

Qualifications and Education

Skills and Qualifications:

- This position requires a professional with energy, passion, and entrepreneurial spirit.
- Strong project management and organizational skills in which attention to detail and the ability to prioritize and manage multiple tasks/events on time and within budget.
- Exceptional interpersonal skills and ability to navigate organizations to build relationships and garner support; ability to work collaboratively with cross functional work teams and to establish rapport with others; strong teamwork and synergy skills required.
- Comprehensive understanding of revenue management principles and philosophies
- Strong supervisory skills; experience managing teams and high emotional intelligence.
- Committed to process improvement and professional growth.
- Ability to work with and maintain highly confidential information.
- Extensive knowledge of accounting software, spreadsheets, and word processing software.



- Critical thinker, who uses both quantitative and qualitative analytical skills, including the use of logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Decision maker, who exercises sound judgment, considers the relative costs, and benefits of potential actions, and provides recommendations for optimal solutions.
- Ability to read, write, and speak English; perform basic mathematical functions (add, subtract, multiply and divide).

Education & Experience:

- Required
 - Bachelor's degree from an accredited four-year college or university with a major in accounting or finance or related field.
 - Experience with Microsoft products including Excel, Outlook, and Word.
 - 10+ years of finance experience and management oversight.
 - Experience applying accounting/finance knowledge within an integrated reporting system.
 - Strong mathematical comprehension.
- Preferred
 - Master's degree and CPA is preferred.
 - Previous experience higher education administration, preferably in a small college environment.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.

How to Apply

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

Please attach your cover letter, resume, and list of references to the online application

Alverno College is an Equal Opportunity Employer and committed to workplace diversity