
**ASSOCIATED COLLEGES OF THE MIDWEST
POSITION DESCRIPTION**

TITLE: DIRECTOR OF FINANCE AND OPERATIONS

SUMMARY

The ACM – a consortium of 14 selective liberal arts colleges in five states – seeks a new Director of Finance and Operations, with key responsibilities for financial management, operations, technology and human resources.

In 2008 ACM celebrates its 50th anniversary and is in the final stages of adopting a mission statement and strategic action plan. The consortium is best known for the signature programs in off-campus study that it operates in the U.S. and abroad. With major new support from national foundations to support innovative collaboration, the consortium is expanding its professional development programs for faculty and administrative leadership among the member colleges. The consortial office is also revamping its webpage and databases. This position offers an exciting opportunity to help an accomplished organization move into a new phase of strategic growth and innovation.

The Director of Finance and Operations reports to the ACM President, and collaborates with the Vice President and the Director of Off-Campus Study, as well as with senior administrative officials and faculty at member colleges. The Director participates in meetings of the officers' leadership team and makes recommendations regarding opportunities for innovation and improvement. The Director manages all elements of office administration, rented facilities, insurance policies, vendor relationships, budgets, accounting and audit, billing, investments, payroll, benefits, personnel policies, technology equipment, and databases. This position supervises the Assistant to the Director of Finance.

MAJOR RESPONSIBILITIES:

Operations

- Participates with President and Vice President as an active member of ACM's management team, providing strategic direction to all ACM programs and activities.
- Manages all elements of office administration, including building services, telecommunications, equipment purchases and repair, and vendor relationships.
- Develops and maintains organizational structure of electronic databases.
- Serves as manager of facilities, including role as primary liaison to building management in regard to lease negotiation, basic services, and office architecture.
- Manages insurance policies and vendor relationships for all aspects of ACM, including commercial packages, auto, workers comp, directors & officers liability, employee benefits, and student travel.
- Develops and manages a select portfolio of joint business services for participating ACM colleges, such as a business and voluntary travel AD&D insurance program.

Financial Management

- Manages the development, monitoring, and execution of annual budgets of approximately \$6 million, in conjunction with the President, Vice President, Director of Off-Campus Study, and Program Directors.
- Directs operations of Accounts Receivable and Accounts Payable, ensuring compliance with internal procedures and auditor requests.
- General Accounting
 - Responsible for ensuring that policies and procedures relating to daily operations of general accounting functions, cash disbursements, cash receipts, purchasing, and payroll are in place and sufficient to ensure the integrity of the financial system.
 - Prepare Association financial budgets for annual operations, provide assistance in budget development for contract/grant proposals, and prepare annual and long-term capital improvement plan and budgets.
 - Prepare accurate and timely annual and monthly financial reports to meet management requirements, including presentation at meetings.
 - Reconcile balance sheet accounts monthly and maintain documentation relating to assets and liabilities.
 - Responsible for cash flow management.
 - Supervise and manage Assistant to the Director of Finance.
- Directs development and execution of member college assessments.
- Develops and maintains effective domestic and international banking relationships for ACM.
 - Maintains and reports on status of banking and brokerage accounts, including foreign bank accounts for off-campus study program operations.
- Directs ACM's investment funds under polices set by the ACM Board of Directors.
- Provides financial information for staff in support of ongoing management, planning, board books for Presidents and Deans, and various publications such as *ACM Notes*.
 - Develops standard and customized reports of revenue and expenses, as required by ACM's Board of Directors, President and, as requested, by ACM funding organizations.
- Audits: Oversees the annual audit providing documentation for auditors in a timely fashion along with documentation for annual tax filings, single audits and financial reports.
 - Responsible for year-end financial compilation in-house and to auditor.
 - Responsible for single audits and other agency reviews as required.
 - Incorporates management letter recommendations, audit findings, and other information into Association policies and procedures.
- Completes 990 Form annually.

Human Resources

- Manages payroll contract and administration.
- Manages all benefits administration, including negotiating health insurance and other benefits, serving as primary liaison to benefits vendors and regularly assessing the cost-effectiveness of benefits programs.
- Maintains electronic filing structure for all Human Resource documents, including policies, procedures, job descriptions, employee forms, and vendor information.

- Develops all personnel policies for approval by the President and, as appropriate, by the Board.
- Regularly reviews and updates employee manual and job descriptions with support from the ACM officers, to keep consistent with current legislation and organizational needs.
- Provides strategic counsel and support to all supervisors responsible for hiring and reviewing personnel.

Technology

- Manages and maintains ACM’s technology resources, including third party hosts, outsourced technicians, and specialty resources such as custom programming and website maintenance.
- Manages and maintains electronic databases, including distribution lists.
- Monitors existing equipment maintenance schedules, including equipment age and usage, replacement schedules, and maximization of existing hardware/software.
- Manages and maintains Domain Names and website coordination across various vendors and hosts.
- Evaluates and oversees purchasing of hardware and software for ACM’s technology needs.

OTHER

- Responsible for other financial, operational, technology-related, or other services in support of ACM staff.

KNOWLEDGE AND SKILLS

The Director of Finance and Operations must have demonstrated skills in budgeting and financial management for not-for-profit organizations, together with significant facility in accounting skills, spreadsheets, and other financial software. The Director should be experienced in office operations, including facilities management, technology, human resources, purchasing, and all other elements that promote successful and efficient day-to-day and long-term operations. The Director must work well with colleagues, take initiative, and use the highest standards of judgment.

Experience: Minimum of 7-10 years of increasingly responsible experience in not-for-profit financial/accounting and operations management, preferably in an educational institution or organization; working knowledge of recent GAAP pronouncements as they pertain to non-profit organizations; accounting and data management supervisory experience; experience with fund accounting system and Great Plains software, as well as of higher education and grant administration, is highly desirable.

Education: Bachelor’s degree required, graduate degree in business, public administration, or related field preferred; CPA desirable.

Skills: Ability to communicate effectively with a wide range of audiences, including Board members, college staff, ACM staff, faculty, parents and students; demonstrated ability to work effectively with teams; experience supervising staff.

Values: Commitment to the Association's mission of promoting the member colleges' leadership in liberal education through exemplary student, faculty and staff programs; capacity to work and thrive in a fast-paced, entrepreneurial organization that values collaboration.

This is a full-time, 12-month position in Chicago, IL. Salary dependent on experience. Excellent benefits package and a flexible, stimulating environment. Position posted at www.acm.edu/intro/positions.html. Applications will be reviewed beginning February 1, 2008, until the position is filled.

Please send a letter explaining your interest in the position, the qualifications you would bring and how you would contribute to ACM goals. Include a CV and list of references. Please submit materials electronically as attachments, in MS Word or PDF format, to acm@acm.edu. The Associated Colleges of the Midwest does not discriminate in the operation of its educational programs, activities or employment on the basis of sex, race, creed, national origin, age, sexual orientation or disability.

ACM member colleges: Beloit College, Carleton College, Coe College, Colorado College, Cornell College, Grinnell College, Knox College, Lake Forest College, Lawrence University, Macalester College, Monmouth College, Ripon College, St. Olaf College, College of the University of Chicago.