

JOB CLASSIFICATION: Exempt, Full-Time Staff

SCHEDULE: Business Operating Hours with additional time as needed

LOCATION: Manhattan Campus

COMPENSATION: Salary Grade 15 (\$73,866.25 - \$120,032.65)

Target starting salary for this position is \$97,000. Actual compensation offered will be based on selected candidate qualifications and professional experience.

REPORTING RELATIONSHIP: President/CEO

PRIMARY ACCOUNTABILITIES:

Reporting to the President, the Chief Financial Officer (CFO) provides leadership for the College in all financial functions. The position works in close collaboration with senior administration and the Board of Directors to provide oversight and guidance in the areas of financial leadership and strategy, compliance and controls, active monitoring of the operational budget and budget development, analysis of the institution's fiscal trends, and development of appropriate options and responses to support the College's mission, vision, and goals. The CFO also supervises classified and professional staff within the Business and Finance Office, including oversight of their functions, roles, and responsibilities, as well as recruitment, training, evaluation, and related duties.

PERFORMANCE RESPONSIBILITIES:

- **Financial Leadership & Strategy'**
 - Provide leadership in the preparation, implementation, and management of the college budget including payroll, accounts payable, accounts receivable, financial reporting, and other financial areas of the institution that meets and/or exceeds appropriate requirements and best practices.
 - Administer a budget control system, with appropriate daily accounting processes, standards, and evaluation, for MATC, including club/activity accounts (in coordination with their sponsors), to ensure compliance with all appropriate laws and regulations, and to reinforce effective stewardship of college fiscal resources.
 - Supervise the preparation, publication and distribution of budgets as approved by the President and Board, and preparation of all financial statements and related reports as required and/or as requested by college administration, legal/state/federal entities, and/or accreditation agencies.
 - Serve as Treasurer to the Board of Directors, providing strategic financial oversight and developing customized financial monitoring tools and resources to support informed decision-making and fiscal accountability.
 - Provide strategic oversight of the college foundation's financial operations, including budgeting, reporting, and compliance, to ensure alignment with institutional goals and fiduciary responsibilities.

- **Financial Operations & Cash Management**

- Reconcile all bank accounts for both the college and its foundation on a regular basis, ensuring accuracy, completeness, and timely resolution of discrepancies in accordance with established financial controls.
- Supervise the collection, safekeeping and distribution of all funds.
- Ensure pre-audit of purchases are within budgetary allowances and are lawful expenditures of MATC.
- Develop and maintain the record keeping, safekeeping, and depository security of all funds to maximize investment income while assuring safety and liquidity of those funds; and the subsequent reporting on those investments.
- Oversee the accurate tracking and reporting of fixed assets in accordance with GASB standards, utilizing the college's fixed asset management module to ensure compliance with institutional policies and regulatory requirements.

- **Compliance, Reporting, & Controls**

- Develop and monitor a system of internal control ensuring compliance with federal and state laws and Board policy, and generally accepted accounting principles to include activities verifying account records, evaluating the adequacy of the internal control system on a continual basis, and evaluating the reliability of the accounting and reporting systems, and compliance with policies procedures.
- Coordinate and provide all necessary financial documentation and support to ensure the timely and accurate completion of annual audits for both the college and its foundation, in compliance with applicable accounting standards and audit requirements.
- Responsible for all special projects and grant financial accounting.
- Responsible for all federal/state/local tax reporting including maintenance of source documents and records used in the preparation of these reports.

- **Student & Grant Financial Oversight**

- Coordination of student billing and financial aid distribution (with financial aid staff).
- Coordinates draw down and disbursement of financial aid to students including federal aid (Pell Grant, Direct Student Loans, SEOG grant)
- Coordinates with grants officers on all financials aspects of institutional grants as per Education Department General Administrative Regulations (EDGAR) and/or state regulations to include spending activities, draw down, reporting, audits, etc.

- Other duties as assigned by the President.

PRIMARY SKILLS/QUALIFICATIONS:

- **Required Education:** Bachelor's degree from a regionally accredited institution in accounting or a related field.
- **Preferred Certifications/Education:** MBA, CPA, CMA, and/or CFA certifications.
- **Professional Experience:** Minimum 5 years' in an accounting or budgetary role; experience in a higher education institution preferred.
- **Accounting Knowledge:** Understanding of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards (GASB).
Experience with or knowledge of governmental, nonprofit, or fund accounting.
Experience with computerized accounting systems.
- **Analytical & Decision-Making Skills:** Ability to analyze situations within policy and legal frameworks.
Ability to define problems, collect data, establish facts, and draw conclusions.
Willingness to make decisions as necessary and appropriate in accordance with established policies and procedures.
- **Personal Attributes:** Demonstrated ability to maintain confidentiality of privileged information and professionalism at all times.
Self-starter who takes initiative to effect positive change, working independently and in a team environment.
- **Technical & Communication Skills:** Proficiency in computer applications including Microsoft Office.
Strong oral and written communication skills.
Strong organizational skills, with exceptional accuracy and attention to detail.

PHYSICAL DEMANDS:

- Ability to sit and/or stand for extended periods.
- Ability to read screens, print materials and communicate effectively via mail, email, phone and in-person.
- Ability to work occasionally evenings or weekends as needed.
- Ability to lift and move supplies up to twenty-five (25) lbs.

WORK ENVIRONMENT:

- Professional and deadline-oriented environment in an educational setting.
- Regular interaction with students, staff, faculty, administration, and guests.

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institution requirements.
2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an "at-will" employee.

- 3. All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situation.**
- 4. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.**
- 5. All ‘offers of employment’ are subject to criminal background check prior to employment.**