GORDON COLLEGE
Position Description

Budget and Financial Planning Manager

The Budget and Financial Planning Manager reports to the Vice President for Finance & Administration and is principally responsible for the administration, monitoring, and control of the College’s annual operating budget and related processes, policies, and procedures. Duties are performed in cooperation with other administrators and staff. The Budget and Financial Planning Manager is responsible for leading and supervising the operating budget process and works in collaboration with all College departments. The Budget and Financial Planning Manager may be assigned other business/finance related duties and projects as needed, and provide support to the Controller’s Office during the annual financial audit.

Qualities we are looking for:

TRUSTWORTHY Can be relied upon to take the helm when needed and adhere to the utmost confidentiality.

HUMBLE: Emotionally intelligent, not afraid to ask for help, can admit new learning is needed, willingly accepts/acts on feedback and recognition. Demonstrates self-confidence without arrogance.

DIPLOMATIC: Interpersonally gifted, exhibits kindness and grace. Able to initiate and maintain good relations with many different stakeholders. Trustworthy and has good judgment.

MULTITASKER: Able to do multiple things well, even as information and activity flows through the office with expectations for consistent quality. Organized with the ability to prioritize tasks.

CONSCIENTIOUS. Excels in administrative work. Highly organized. Enjoys detail-oriented projects and tasks but is also able to keep things moving.

COMMUNICATIVE: Proactive and adaptable person who is comfortable communicating and building relationships with individuals at all levels with the ability to convey information well and to conduct themselves tactfully and politely.

RESPECTFUL: Genuine interest in the thoughts, opinions, values and needs of others. Views differences in these areas as inevitable and acceptable. Recognizes and emphasizes strengths and contributions of others. Responds to others in a timely and effective manner.

ANALYTICAL: Breaks down problems and issues into sub-components and assesses the costs, benefits and risks of various options before selecting an approach.
**How you will apply your gifts:**

1. Oversees budgeting procedures for collecting, analyzing and assisting in the preparation of the annual operating budget plans and confers with the Vice President for Finance and Administration in developing the budgets; ensures compliance with procedures regulations, policies, and best practices.

2. Designs, builds and maintains financial models and reports that contribute to the financial planning efforts.

3. Prepares, reviews, analyzes and disseminates as appropriate various budget reports on a monthly, quarterly or annual basis and ensures financial information has been recorded accurately; including evaluating the College’s actual performance to approved budget, department specific reports, forecasting year end balances and key performance indicators for distribution to various constituent groups.

4. Performs various internal control assessments including detail budget to actual analysis, and periodic testing of accounts and transactions.

5. Develops revenue/expense analyses, projections, cost analysis and other financial management reports using Microsoft Excel or by designing custom reports in Management Reporter.

**Additional Responsibilities**

1. Provides advice and assistance to academic and staff personnel in understanding financial reports and data, in controlling costs, and in fulfilling budgetary goals.

2. Works with the VP of Finance and Administration to develop policies and procedures for the accounting/finance department and ensure they are followed.

3. Advises Vice President of budget concerns and proposes resolutions to budget problems during the course of the year.

4. Assists in accounting and information technology implementation matters.

5. Assists in the preparation of material for Board of Trustees Finance and Campus Development Committee meetings for review by the Vice President.

6. Attends scheduled trustee committee meetings as required.

7. Prepares and maintains committee meeting minutes as required.

8. Represents the College by participating in and supporting the annual audit in collaboration with the Controller’s Office; prepares or reviews audit work papers.
9. Researches, recommends, drafts and implements business and financial policies.

10. Provides guidance to other business office staff regarding College business processes and procedures.

11. Prepares memorandums and reports to orient new administrators, department chairs, and staff to the College’s budget processes; conducts budget orientation meetings and presentations as necessary.

12. Communicates developments and changes in the budget process due to internal or external requirements to appropriate College constituents.

13. Prepares and/or reviews portions of various annual financial surveys for external constituents.

14. Prepares quarterly debt covenants for distribution to bondholders and forecasts future ratios to ensure compliance is met. Timely alerts Vice President for Finance when negative trends develop to ensure corrective actions can be taken prior to default.

15. Works with the Human Resource Director and the Provost in preparation and maintenance of the computer records necessary to prepare the payroll budgets, faculty contracts, staff compensation letters, and other reports as necessary. Maintains the faculty salary scale data for the Provost’s office. Provides budget approval for payroll authorizations.

16. Works with various departments in preparation of annual statistical data needed to complete external surveys, as requested, including (but not limited to) IPEDS, AAUP, NACUBO, Financial Aid Survey, and CCCU Annual Salary Survey. Prepare analysis of data and review of results as needed.

17. Prepares and reviews budget reports of projects as needed by the Vice President for Finance and project manager. Processes invoices and tracks actual expenditures on building projects. Works with the Vice President for Finance in securing necessary financing for college operating needs.

18. Works with the Vice President in providing data necessary to the procurement of bond financing.

19. Administers the Housing Assistance Program for faculty and staff. Calculates second mortgage amounts; works with employees in obtaining financing; maintains legal documentation needed to enact mortgages at the closing; establishes repayment procedures through payroll, and provides communication to participants as required.

20. Responsible for other assignments designated by the Vice President for Finance and Administration as needed.

**Other Required Tasks that must be done on an episodic basis:**
1. Prepare local property tax payments and exemptions as needed.
2. Annual filing of music licenses.
3. Review annual grants expenditures as needed.
5. Maintain Martha Frost trust reports.
5. Maintain file of contracts, leases, and other documents essential to the ongoing operation of the College.

**Things we hope to see in the successful candidate:**

We recognize that God has gifted every person with unique gifts and backgrounds. While you may not meet every qualification, you may have a combination of gifts and experience that makes you a good fit for this role. In order to perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

2. Bachelor’s degree, and three years of related business experience. MBA and/or professional certification preferred. Strong proficiency in various accounting software systems and other information technology, and the ability to learn new software.

3. Demonstrated knowledge of, and experience in budget management practices and procedures as well as accounting principles and standards, especially in the area of higher education.

4. Demonstrated skill in spreadsheet and database software (Word, Excel, PowerPoint and Outlook).

5. Strong proficiency in general ledger accounting, with preference to non-profit accounting, understanding of financial statements and internal control functions.

6. Strong analytic, problem solving, critical thinking and research skills.

7. Ability to communicate clearly in writing and orally, and the ability to explain budget processes to others; effective presentation skills.

8. Ability to work well with diverse College constituents in a team-oriented environment.

9. Demonstrated organizational, time management and multi-tasking skills and ability to meet deadlines in a busy environment.
Here’s what makes working at Gordon so great:

- This is a campus that loves God, and strong Christian values infuse every aspect of the workplace.
- The vibrancy of smart, faithful college students, 75% of whom work on campus in virtually every office. As Gordon staff members, we interact on a daily basis with the future leaders of the church and the College provides release time for you to have the chance to mentor and support them in a variety of ways.
- A generous retirement plan with a 5% institutional match.
- A generous benefits package, which includes ample paid vacation and sick leave, a weeklong holiday break that requires no additional vacation time, and competitive medical and dental benefits packages that include an array of provider options.
- A beautiful, park-like campus environment with hundreds of acres of woods and lakes to walk and explore. Great coffee shops and restaurants are close by and the vibrant arts, sports, shopping, and cuisine culture of the city of Boston is an easy drive away.
- A mission-led organization that wants employees to deepen in their professional, personal, and spiritual strengths and is committed to colleagues’ growth.
- Tuition remission for you and your family members, including opportunities at Gordon-Conwell Theological Seminary and other Christian institutions across the nation.

If God is calling you to pursue this role, then please fill out an application. We look forward to getting to know you!

Position Code: VPF-DRBUD-1
Grade: 6
FLSA Status: Exempt