

OCC Director of Finance

- Full-time: 40+ hours per week
- FLSA exempt
- Pay based on experience
- Access to all benefits as outlined in the OCC Personnel Handbook

Job Summary:

This position oversees the daily operation of the business office and all financial transactions of the college to verify conformity with legal and ethical practices. This position is also responsible for preparing financial reports that will be used with OCC trustees, the President's Office, and various department directors in order to provide strategic financial data.

Duties and Responsibilities:

- Oversee the Business Office. Meet regularly with the Business Office employees to develop plans and direction, answer questions, discuss solutions to problems, and communicate necessary information.
- Prepare the annual budget under the direction of the Executive Vice President of Administration, including the personnel budget, operating expenses, and capital items.
- Oversee the accounting process, ensuring GAAP is being followed.
- Prepare end-of-month Trial Balances for all funds of the college, including processing journal entries, reconciling bank statements, and balancing accounts.
- Prepare monthly summary financial reports with comparisons to budget.
- Plan, prepare, and oversee the annual financial audit.
- Update the business office modules of Jenzabar.
- Review and recommend college investments. Work with the investment manager(s) for a proper mix of investments of various funds of the college. Oversee management of cash flow. Review and sign checks.
- Solicit and review insurance quotes for property, casualty, and liability.
- Assist in reviewing health, long-term disability, life, and voluntary benefits.
- Work with the Director of Human Resources, specifically on matters related to payroll, payroll taxes, and benefits administration.
- Serve on the Administrative Council and meet with employees and students as needed.
- Serve on the Finance Committee of the trustees and attend trustee meetings as requested. Prepare a finance report for each trustee meeting.
- Assist Executive Vice President of Administration and Vice President of Institutional Research and Effectiveness in the preparation of self-studies and financial reports for accrediting agencies.
- Work with Student Financial Services regarding Institutional and Memorial Grants.
- Prepare annual reports for donors of scholarship funds.
- Prepare documentation for government grants (e.g., PPP loans, HEERF, and ERC).

Required Skills/Abilities:

- Ability to work with people and independently.
- Attention to detail and accuracy.
- In-depth knowledge of accounting procedures and practices.
- Knowledge of laws and reporting requirements relating to payroll and business practices.
- Computer literacy in Excel and Word. Ability to learn proprietary software (Jenzabar).
- Ability to analyze and report financial information and communicate meaningfully.
- Good communication skills, both verbal and written.
- Knowledge of business software and specifically Jenzabar or ability to learn.
- Excellent math skills.

Education and Experience:

- Bachelor's degree in accounting or commensurate degree with significant emphasis in accounting.
- Five years of work experience with a public accounting firm or corporate business in the accounting department.
- Experience working with not-for-profits is preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Able to lift 15 pounds at times

This is a full-time position. Submit the OCC application along with a cover letter and resume to hr@occ.edu.

EQUAL EMPLOYMENT OPPORTUNITY PROVIDER

Ozark Christian College is affiliated with Christian churches and churches of Christ. Its mission is to train men and women for Christian service. The college seeks to educate and hire individuals who share its core values to accomplish its mission. It is the intent of the college to create and promote a diverse workforce consistent with its stated goals and mission.

It is the policy of Ozark Christian College not to discriminate on the basis of race, color, national origin, sex, age or disability in admission and access to educational opportunities, programs, activities, or employment as applicable to ministries in section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1990, Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Age Discrimination Act of 1975, as amended and implementing regulations.

As a religious educational institution, Ozark Christian College reserves the right to make employment decisions based on religion, marital status, or sex consistent with the college's religious beliefs. Further, as a Christian ministry, the college has the right to select those who serve in ministerial positions based on criteria established by the college.