

Position Title: Executive Director, Finance and Administration
Department: Finance and Administration
Reports To: President and Vice Chancellor
Salary: \$120,000 - \$140,000 (hiring range)

St. Jerome's University Mission

St. Jerome's University is a public Roman Catholic university federated with the University of Waterloo and historically associated with the educational vision of the Congregation of the Resurrection.

We are committed to learning and academic excellence; the gospel values of love, truth, and justice; and the formation of leaders for the service of the community and the Church. In all of our activities and practices, St. Jerome's University functions within the context of the Roman Catholic tradition and the principles of academic freedom.

The Executive Director, Finance and Administration performs their duties and exercises such powers related to the Office of the Executive Director, Finance and Administration in accordance with the University's governing legislation, bylaws, and policies.

Specific Accountabilities

- Collaborates with the President and works with the Vice President Academic and Dean to ensure that the business and operations of the University are aligned within the University Strategic and Academic Plans;
 - As chief financial officer for the University, ensures the current and long-term effectiveness of all financial functions of the University including: accounting; asset and debt management; financial statements; insurance; risk and safety management; operating and capital budgeting; long-term projections; cash flow management; administrative information systems, procurement; and audit;
 - In addition to finance, accountable for the planning, development and management of the University's non-academic operations and support services including facility operations, information technology and systems and ancillary operations (residence, food services, conferences and parking).
 - Oversees the development of financial, human resource and administrative systems with comprehensive policies, procedures, and controls that function in accordance with applicable laws and regulations and provide efficient services to the University community;
 - Working with the President and Vice President Academic and Dean, prepares, manages, and monitors the University's consolidated operating and capital budgets;
 - Working with directors and managers, administers risk identification and management, proactively assesses enterprise-wide risk in the University's financial and administrative policies, processes and procedures. Oversees the development and maintenance of university-wide administrative policies and procedures;
-

- Is the chief conduit for the external auditor and supports the provision of independent, objective internal auditing services designed to add value and improve University operations;
- Has primary responsibility for non-academic human resources, oversees all matters with respect to non-academic affairs, including contract management and negotiations;
- Assists the President in the University's external relations, fund-raising, and ceremonial activities;
- Ensures institutional, financial and human resource reporting capabilities that provide timely and relevant information for management decision-making;
- Provides guidance and direction to the University on issues related to its impact on the environment and the health and safety of the University community;
- Creates a collaborative atmosphere within their portfolio that motivates staff members to contribute to the financial and operational stability, human resource achievements, and administrative excellence of the institution;
- Builds a leadership team within their portfolio committed to fulfilling the vision, goals and priorities necessary to ensure the long-term success of the portfolio and the University;
- Participates as an active member of the President's Executive team to establish institutional vision and goals, and to effectively communicate and organize to achieve those goals;
- Maintains a professional reputation which preserves the values and standing of the University and permits them to effectively represent the many achievements of the University both internally and externally;
- As a member of senior administration, and as directed by the President, provides support to the Board of Governors and its committees in the fulfillment of its governance responsibilities.

Qualifications Required

- An undergraduate degree in Business, or other related discipline, in addition to a Chartered Professional Accountant (CPA) designation
 - A minimum of 5 years related work experience in leading a professional Financial and Accounting team, and extensive knowledge of Information Technology, Facilities, and ancillary operations
 - Exposure to Human Resources and collective bargaining
 - Ability to influence, persuade, and negotiate, including the pursuit of revenue diversification opportunities
 - Exceptional interpersonal and communication skills
 - Demonstrated competence in strategic planning and leadership
 - Experience in an educational or public sector setting is preferred
-