Position Title: CFO & Executive Director, Finance and Administration  
Department: Finance and Administration  
Reports To: President and Vice Chancellor  
Date Created/Modified: February 2022

General Accountability

The CFO & Executive Director, Finance and Administration is a member of the senior leadership team at St. Jerome’s University and is accountable for ensuring that the business and operations of the University are aligned with the University’s Strategic and Academic plans. The CFO & Executive Director, Finance and Administration leads all non-academic operations of the University, including Finance and Accounting, Facilities, Information Technology and Systems, Human Resources, and ancillary operations, and is responsible for ensuring the long-term effectiveness of all financial functions of the University.

Nature and Scope

St. Jerome's University provides a culture and environment for employees, which endeavors to promote the mission of the University. Employees contribute to the larger institutional goals and conduct themselves in a manner that fosters the prevailing sense of collegiality among faculty, staff and students.

The CFO & Executive Director, Finance and Administration performs their duties and exercises such powers related to the Office of the CFO & 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.
- Participates as an active member of the President’s senior leadership team to establish institutional vision and goals, and to effectively communicate and organize to achieve those goals
- 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 (food services, conferences and parking)
- Collaborates with Student Affairs department on financial management of residence operations
- 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, and 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
• Acts as 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, and oversees all matters with respect to non-academic affairs, including contract management and negotiations
• Oversees the University’s relationships with external legal counsel
• 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
• 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 leadership, 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. Masters of Business Administration considered an asset.
• Chartered Professional Accountant (CPA) designation required
• 7+ years of progressive leadership experience leading a Finance and Accounting team, and extensive knowledge of Information Technology, Facilities, Human Resources, and ancillary operations
• Exposure to collective bargaining and contract development with external partners
• Demonstrated track record of effective leadership and collaboration with colleagues and direct reports
• Experience and confidence managing organizational change
• Ability to influence, persuade, negotiate, and effectively manage conflict
• Demonstrated competence in pursuing and realizing revenue diversification opportunities
• Exceptional interpersonal and communication skills, and an aptitude towards service excellence and responsiveness
• Demonstrated competence in strategic planning and working on organization-wide projects with multiple stakeholders
- Exceptional analytical and problem solving skills
- Experience in an educational or public sector setting is preferred