**BAKKE GRADUATE UNIVERSITY**

**Job Description**

# Position: Executive Director of Finance and Operations

**Reports To:** BGUPresident

**Status:** Exempt-Full-time Position

**GENERAL DESCRIPTION**

This position provides leadership, management, vision, planning and coordination for the institution’s finances and operations. The knowledge and expertise of this role helps BGU deliver better services, while reducing costs. This role serves on the Leadership Team, where the strategic integration of academics and operations is overseen. This role also leads teams to coordinate the tactics and logistics between the financial, operations, academic, and admissions functions of BGU. The position involves working with the BGU Registrar and Academic Dean to ensure compliance with accreditation and other agencies. The accounting functions include supervising the handling of funds and financial assets of the school, maintaining the school’s financial records, coordinating preparation of budgets with appropriate personnel, and preparing financial and tax reports for the staff, auditors, board members and regulators. The operations function oversees facilities, information technology, and human resources. The position also works to ensure seamless and clearly defined financial processes for students from initial inquiries to graduation. This role requires both the ability to directly engage the detailed work of the accounting processes and external reporting as well as building a team to carry out these functions to in order for this role to better serve as an overall integrator of these systems. This role has a demonstrated heart and vision for leadership development in global urban ministry and business as stewardship in line with BGU values and mission.

The motivated abilities most needed in this role include:

* Competence in detailed processes and a drive to closure and completion
* Motivation to solve problems and remain persistent until solutions are found
* Ability to manage a small team through personal example of expertise and competence

It is expected that over time as BGU grows in size and revenue, this role will need to hire full or part-time team members who focus on bookkeeping, accounting, external reporting, institutional effectiveness, and/or technology functions. Current reports include 2 part-time employees.

**ORGANIZATIONAL AREAS OF RESPONSIBILITY**

* Ensures that the operations support BGU’s goals and objectives.
* Promotes collaborative decision making by example and mentoring following the *Joy at Work[[1]](#footnote-1)* model.
* Serves as point authority for communicating cash flow and financial health implications for BGU programs, policies and partnerships.
* Works with the academic team in overseeing admissions and retention of students to ensure students have a clear understanding of financial commitments, financial status, financial resources available to them as well as the technology requirements needed for their success.
* Assures that BGU policies and procedures governing operations issues enhance the working environment and reflect current needs and appropriate practices.
* Works with the President, Academic Dean, and other members of the BGU team, as appropriate, to establish short-term and long-term operations goals.
* Responsible for taking initiative appropriate to the position to facilitate unity, growing relationships and a healthy culture among the BGU team.
* Initiates consistent reports to the President and Board of Directors updating them on operations issues, including productivity and financial goals. Also prepares consistent communications to staff, auditors, and regulators.

**ACCOUNTING & FINANCE**

***GENERAL RESPONSIBILITIES***

* Maintains organizational accounting system through an expertise in QuickBooks
* Oversees the payroll service to prepare and file quarterly and monthly tax reports.
* Prepares and distributes semi-monthly checks for professors and outside vendors.
* Prepares monthly reconciliations of bank accounts.
* Monitors tax and license reporting to the city, county and state.
* Arranges annual financial audits and tax return preparation and functions as primary contact for auditors.
* Coordinates preparation of budgets with appropriate school personnel.
* Reviews proposed activities, programs, academic charges, contracts and other items with financial implications and provides input and feedback to school personnel as requested.
* Overseas ongoing liability insurance coverage.
* Oversees communication with BGU’s Federal Student Aid Processor (Campus Ivy), as well as each student’s initial and ongoing relationship with FAFSA until graduation.
* Interacting with the agencies governing veterans benefits.
* Oversees digital and print communications for faculty, staff and students about financial discounts and resources for students.

***ACCOUNTS PAYABLE AND PAYMENTS***

* Monitors payment for purchases and services, ensuring appropriate supervisory approvals are obtained before payment.
* Works alongside the Registrar’s Office to ensure timely and accurate professor payments.
* Monitors calendar of annual payments to regulatory agencies as well as payments accompanying various reports to regulators and contractors.
* Reviews employee expense reports to ensure they have appropriate supervisory approvals before payment.

***ACCOUNTS RECEIVABLE***

* Makes timely deposits to bank accounts.
* Oversees proper recording of receipts in the general ledger according to proper accounting principles and guidelines established through QuickBooks.
* In coordination with the Registrar, reviews student accounts receivable for timely payment and initiates collection efforts as appropriate. In addition, ongoing audits of student accounts ensure data entry accuracy.
* Responds to student questions regarding their accounts.
* Knowledge of FAFSA and GI bill processing procedures.
* Trains academic department directors, staff and faculty to participate in appropriate ways in the collection of student debt.

**OPERATIONS**

* Oversees contracts, regulations and relationships related to BGU facilities.
* Oversees BGU’s IT infrastructure and IT director.
* Oversees Human Resources including legal preparedness, hiring and dismissal processes, staff orientation and training, annual evaluations, and job descriptions. This function includes the oversight of contracts and compensations alongside the Academic Dean, Registrar and other supervisors.

**QUALIFICATIONS**

* Must have a bachelor’s degree, preferably in a finance or accounting-related field. Experience in an accounting or financial role required. A master’s degree or equivalent and experience in higher education administration would be a preferred qualification.
* BGU is a Christian organization with an overt Christian mission. A Christian faith experience is required as well an agreement with the Lausanne Covenant which serves as BGU’s faith statement.
* Commitment to the values and mission of BGU (Whole Church, Whole Gospel, Whole World)

**DESIRED QUALITIES**

* + Listening-centered communicator
  + Process oriented yet enjoys change that is part of an emerging organization
* A servant’s heart, positive spirit, and enjoys teamwork
  + Accurate and detail oriented. Enjoys closure and making order out of chaos.
  + Takes both individual initiative and works collaboratively, as appropriate
* Vision translator – able to connect BGU’s mission to BGU’s operations
* Ability to think biblically with a Kingdom theology that starts with the least, the last and the lost.

**DESIRED KNOWLEDGE AND SKILLS**

* Demonstrated managerial strengths with evidence of effectiveness in delivering results.
* Knowledge and multi-year experience with QuickBooks, Microsoft Office, and Zoom
* Demonstrated record of experience in operations administration with skills in fiscal management, resource development and resource allocation. Experience over multiple years with financial reporting and tax preparation
* Process-systems mindset and experience with project management and project management tools.
* Understands complexities of working with multi-ethnic/multi-cultural urban/global ministry and business leaders. Comfortable with a wide variety of people (races, nationalities, backgrounds)
* Ability to understand, create, and convey complex financial presentations to a broad audience with varied levels of finance knowledge
* Employee development and performance management skills
* Strong communication, presentation and interpersonal skills
* Knowledge of business practices and procedures
* Ability to multi-task and work in an ever-changing environment
* Ability to address critical needs which occur on short notice and require immediate action
* Knowledge of the policies and operational characteristics of government funding agencies and financial regulatory bodies including Veteran’s Affairs and FASFA.

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More information at <https://bgu.edu/ex-director-finance-operations> Apply at [info@bgu.edu](mailto:info@bgu.edu)

1. Bakke, Dennis. (2006). *Joy at Work: A Revolutionary Approach To Fun on the Job.* Pear Press: [↑](#footnote-ref-1)