

# HILBERTCOLLEGE

## OPEN POSITION ANNOUNCEMENT

January 14, 2021

**JOB TITLE:** Assistant Vice President for Budgets and Financial Reporting

**REPORTS TO:** Vice President for Finance and Administration

**DEPARTMENT:** Business/Finance

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**Job Summary:** The Assistant Vice President for Budgets and Financial Reporting will report to the Vice President for Finance and Administration. This position will work collaboratively and collegially with the college community to prepare and monitor the college-wide budgets, including all operational and payroll budgets, program area budgets, and budgets specifically tied to the Hilbert 2025 strategic plan. This position will work with the college's Budget Committee in the development of the annual college budget presented to the Board of Trustees for approval. Throughout the year, this position monitors and reports on actuals, provides bi-weekly variance reports, updates 24-month cash flow projections on a monthly basis, works with various college offices to provide reporting to assist in effectively monitoring their expenditures compared to budget, creates integrated financial models for forecasting and analysis, develops cost-benefit analyses to assess the impact of new initiatives, and recommends best practices for business processes with an initial focus on college-wide purchasing.

**Required Qualifications:** Certified Public Accountant. Bachelor degree in Accounting or related field. Five years of related experience. Excellent written and verbal communication and presentation skills. Must be able to prepare and present complex financial and narrative reports in a clear and understandable manner. Proven analytical ability, good understanding of fund accounting principles, and knowledge of financial practices. Working knowledge of cost accounting techniques and good internal control requirements. Strong professional judgment and attention to detail to ensure accuracy and timely completion of work. Demonstrated ability to work and interact effectively with a broad range of constituencies in a collegial and collaborative manner. Appreciation for and support of the mission, tradition, and culture of the Hilbert College and its Franciscan values. **Preferred Qualifications:** Master Degree in a related field (Finance, Business, Accounting, or Economics). Related experience in higher education. Experience working on Microsoft's Dynamics GP Accounting software. Experience with Ellucian PowerCampus student information system. Working knowledge of college and university business practices, state-of-the-art systems and techniques, and data processing applications for business.

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Interested candidates should submit a cover letter, resume and contact information for three professional references to Maura A. Flynn, Director of Human Resources, [jobs@hilbert.edu](mailto:jobs@hilbert.edu)

*Hilbert College is an Equal Opportunity Employer and is committed to fostering a diverse community of faculty, staff and students. The College does not discriminate against individuals on the basis of any protected characteristic covered under federal or state law. For more details, see the College's policy at <https://www.hilbert.edu/about/notice-of-non-discrimination>*