

Another Source's client, Kalamazoo College, is recruiting a Director of Finance to join their team in Kalamazoo, Michigan (midway between Detroit and Chicago.)

**Here's a little about Kalamazoo College and the position they are recruiting for:**

Kalamazoo College is a selective, nationally known liberal arts college offering students a personalized, integrated undergraduate experience known for the [K-Plan](#) that interweaves a traditional liberal arts curriculum with individualized research and experiential educational experiences in both domestic and international settings. Founded in 1833, Kalamazoo College is amongst the 100 oldest colleges and universities in the nation is also proud to be on one of 40 dynamic [Colleges That Change Lives](#), a group of 40 colleges that excel at developing potential, values and initiative, and provide the foundation for success beyond college.

**The Benefits:**

Kalamazoo College offers a range of excellent benefits! These include things like 403(b) plans with up to 10% employer contribution, 100% tuition remission for your child(ren) at Kalamazoo and 85% remission at 16 other schools, plus relocation assistance and shorter work hours during summer. On top of those, Kalamazoo provides free wellness programs, classes, and events for you, as well as free home game attendance and Friday movie nights for you and your family. For more details:

<https://hr.kzoo.edu/benefits/>

**The Day-to-Day:**

- Oversee accounting, payroll, student accounts, accounts payable, bookstore, and mail & copy center functions, and financial reporting.
- Preparation of monthly financial and budget reports for review by college leadership and departments.
- Gather data, meet with budget managers, and prepare budget scenarios in the development of the College's annual operating budget.
- Lead and develop the Business Office team to assist them in achieving their job responsibilities and expanding their knowledge and skills.
- Implement internal controls as needed to safeguard the College's assets.
- Serve as the College's liaison to coordinate the external auditors and coordinate the College's annual audit preparation effort for the financial audit as well as the A-133 audit. Assist with preparation of Form 990 and 990-T.
- Monitor federal and state regulations and accounting pronouncements to ensure that the College remains in compliance with relevant regulations, policies, procedures, and external reporting requirements.
- Provide staff support with the Vice President for Business and Finance, to the Audit, and Finance Committees of the Board of Trustees.
- Assist with modeling and analysis to support strategic initiatives.
- Represent the Business Office with the College's computing staff on matters related to the administrative computing system.
- Participation in professional association training and events related to topics of higher education accounting and finance.
- Act as the College's Bond Compliance Officer to ensure the College remains compliant with federal regulations.
- Work closely with members of the College community to ensure a high level of support and service in all areas of responsibility.

- Provide backup to and supervision of other Business Office functions as needed. Other responsibilities as assigned.

### **The Qualifications:**

- Bachelor's degree in accounting.
- Minimum of five years of experience in a progressively responsible professional accounting position.
- More than five years of public accounting and higher education/non-profit experience.
- Certified Public Accounting (CPA) or Certified Management Accounting (CMA) credentials preferred.
- Master's degree in accounting or finance preferred
- Ability to effectively supervise and lead Business Office staff.
- Demonstrated effective leadership and interpersonal skills with the ability to work effectively both as a member of teams and as a leader of teams.
- Appreciation for the participative culture of higher education, with the ability to listen and relate well with all College constituencies, including trustees, faculty, staff, and students.
- Superior communication and presentation skills, both written and verbal.
- Ability to work under pressure with minimal supervision.
- Must be able to organize a large variety of interrelated tasks with attention to detail.
- In-depth experience with annual audits.
- Ability to exercise good judgment, show initiative, and the ability to appropriately handle sensitive information
- Ability to utilize technology to streamline processes, enhance productivity, improve security, etc.
- Proficiency with Word, Excel, and enterprise resource systems.
- Physical requirements include the ability to work in an office environment with extensive use of computers and telephones and the ability to read, write, and handle paper documents.

An equal opportunity employer, Kalamazoo College is committed to equal rights, equal opportunities, and equal protection under the law. The College administers its programs without regard to race, creed, religion, age, sex, national origin, height, weight, marital status, physical disability as protected by law, or sexual orientation. The College's definition of sexual orientation proscribes discrimination based on a person's sexuality, or gender identity, actual or presumed.

Another Source works with their clients, on a retained project basis. We are committed to building inclusive candidate pools as we partner with hiring teams. Veterans, women, people of color, LGBTQIA+, and people with disabilities are encouraged to apply. As you read through the job posting and review the list of qualifications (required and/or preferred), please do not self-select out if you feel you do not meet every qualification. No one is 100% qualified. We encourage you to apply and share your story with us.