Heritage University

JOB DESCRIPTION

TITLE: Executive Director of Finance & Business Operations
DEPARTMENT: Finance and Administration (Business Office)
REPORTS TO: Vice President of Administration / Chief Financial Officer
SUPERVISES: Senior Accountant and assigned Business Office personnel
FLSA: Exempt
SALARY: $105,000 to $130,000

POSITION SUMMARY

Under the direction of the Vice President of Administration and Chief Financial Officer (CFO), the Executive Director of Finance & Business Operations provides leadership, management, and operational oversight of the University's Business Office.

This position is responsible for ensuring effective financial operations, timely execution of departmental responsibilities, sound internal controls, and accountability across Business Office functions.

The Executive Director oversees accounting, financial reporting, grants accounting, purchasing, accounts payable, payroll accounting, audit coordination, and related financial operations. The position establishes operational priorities, manages departmental performance, ensures appropriate delegation of responsibilities, and promotes continuous improvement of financial processes and services.

Serving as a key member of the University's financial leadership team, the Executive Director works closely with the CFO to translate institutional financial priorities into effective operational practices while fostering a culture of collaboration, accountability, accuracy, and service.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Leadership and Business Office Management

- Provides leadership and operational oversight of the University's Business Office and assigned financial functions.
- Directly supervises, coaches, and evaluates assigned Business Office employees, including accounting personnel.
- Establishes clear departmental expectations, responsibilities, deadlines, and performance standards.

- Ensures work is appropriately delegated, monitored, and completed accurately and timely.
- Evaluates departmental workflows, staffing needs, and distribution of responsibilities to promote operational effectiveness.
- Addresses performance concerns, recurring errors, and operational deficiencies through appropriate coaching, corrective action, and accountability measures in coordination with Human Resources.
- Promotes a collaborative, respectful, and service-oriented departmental culture.
- Ensures adequate cross-training, continuity of operations, and backup coverage for essential financial functions.
- Leads regular departmental meetings to review priorities, progress, operational challenges, and upcoming deadlines.

Financial Operations and Oversight

- Oversees the University's day-to-day financial operations, including accounting, accounts payable, purchasing, payroll accounting, grants accounting, and financial reporting.
- Establishes and monitors timelines for month-end and year-end closing processes, account reconciliations, financial reporting, and other critical financial activities.
- Ensures the accuracy, completeness, and timely preparation of financial information for internal and external reporting.
- Oversees financial procedures and internal controls to safeguard University assets and ensure appropriate stewardship of institutional resources.
- Monitors financial operations to identify risks, inefficiencies, and opportunities for improvement.
- Collaborates with the CFO on cash flow monitoring, financial planning, and institutional financial priorities.
- Oversees accounting and administrative processes related to operating funds, restricted funds, endowments, and other institutional resources.
- Ensures compliance with University financial policies, applicable accounting standards, and regulatory requirements.

Audit Coordination and Compliance

- Provides operational leadership and coordination for the University's annual financial statement audits, Single Audits, and other financial reviews.

- Develops and maintains audit preparation schedules, assigns responsibilities, and monitors completion of audit requests.
- Coordinates with accounting personnel, Sponsored Programs, Financial Aid, and other University departments to obtain required financial documentation.
- Ensures timely resolution of audit requests, accounting discrepancies, and identified compliance deficiencies.
- Oversees the implementation and monitoring of corrective action plans resulting from financial audits and compliance reviews.
- Supports the CFO in maintaining institutional compliance with applicable federal and state financial regulations.
- Identifies and promptly communicates significant financial risks, compliance concerns, and unresolved matters to the CFO.

Budget and Financial Administration

- Oversees Business Office processes supporting the University's annual budget development and ongoing budget monitoring.
- Coordinates with University departments to ensure financial information is accurate, timely, and accessible.
- Supports the CFO in evaluating financial performance, identifying emerging financial concerns, and recommending operational improvements.
- Oversees purchasing and expenditure processes to promote compliance with University policies, budgetary controls, and appropriate authorization procedures.
- Supports the development and implementation of financial policies and procedures that promote effective stewardship of University resources.

Grants and Restricted Funds Oversight

- Provides operational oversight of grants accounting and financial administration of restricted funds.
- Ensures grant accounting responsibilities, reconciliations, expenditure reviews, and financial reporting requirements are appropriately assigned and completed timely.
- Collaborates with Sponsored Programs and other University departments to support effective financial administration of grants.
- Ensures identified grant accounting deficiencies are appropriately corrected and that processes are strengthened to prevent recurring errors.

- Supports compliance with applicable federal grant regulations, institutional policies, and award requirements.

Process Improvement and Systems

- Evaluates Business Office processes and implements improvements that increase efficiency, accuracy, transparency, and accountability.
- Leads the development and maintenance of written financial procedures and internal workflows.
- Supports implementation, integration, and optimization of University financial and administrative systems.
- Identifies opportunities to streamline manual processes, reduce duplication of work, and strengthen financial reporting capabilities.
- Establishes measurable operational goals and evaluates departmental performance against established expectations.

Institutional Collaboration and CFO Support

- Serves as the CFO's primary operational leader for Business Office functions.
- Translates CFO priorities and institutional objectives into departmental work plans and measurable deliverables.
- Provides regular updates to the CFO regarding financial operations, staffing, audit progress, deadlines, risks, and outstanding matters.
- Exercises independent judgment and resolves operational matters within established authority, escalating significant concerns when necessary.
- Collaborates with University leadership and departments to strengthen financial services, communication, and accountability.
- Represents the Business Office in institutional committees, meetings, and initiatives as assigned.
- Supports the CFO in strategic financial initiatives, organizational improvements, and other special projects.
- Demonstrates the capacity for progressively greater institutional financial leadership through sound decision-making, effective management, and successful implementation of organizational improvements.

AUTHORITY AND ACCOUNTABILITY

Within authority delegated by the CFO, the Executive Director is responsible for establishing Business Office operational priorities, assigning work, setting deadlines,

monitoring performance, addressing operational deficiencies, and ensuring compliance with established financial procedures.

The Executive Director is accountable for the overall effectiveness, timeliness, and performance of assigned Business Office functions.

The CFO retains final authority over institutional financial strategy, major financial decisions, organizational structure, material financial risks, Board reporting, and other executive responsibilities.

KNOWLEDGE, SKILLS AND QUALIFICATIONS REQUIRED

Knowledge

- Strong understanding of financial operations, accounting principles, internal controls, and financial reporting.
- Knowledge of nonprofit or higher education financial administration.
- Understanding of federal grant compliance, financial audits, and regulatory requirements.
- Knowledge of budgeting, financial management, purchasing, and organizational operations.
- Familiarity with enterprise financial systems and financial process improvement.

Skills

- Demonstrated leadership and employee management skills, including delegation, coaching, performance evaluation, and accountability.
- Strong organizational and project management abilities.
- Ability to establish priorities, manage competing deadlines, and ensure timely execution.
- Strong analytical, problem-solving, and decision-making skills.
- Ability to identify inefficiencies and implement sustainable operational improvements.
- Excellent interpersonal, written, and verbal communication skills.
- Ability to collaborate effectively with University leadership and departments.
- Sound judgment, professionalism, and commitment to institutional stewardship.

Minimum Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field required.

- Demonstrated experience supervising employees and managing financial operations required.

Preferred Qualifications

- Master's degree in Business Administration, Accounting, Finance, or a related field preferred.
- Seven years of progressively responsible experience in financial management, accounting operations, or business administration preferred.
- Higher education or nonprofit financial management experience preferred.
- Experience with financial statement audits, Single Audits, and federal grant compliance preferred.
- CPA or other relevant professional certification preferred.

BENEFIT PACKAGE (*benefit eligible is at least .75 FTE*):

- Health Benefits - medical, dental, and vision
- No cost life insurance
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b) Contribution after a year of service
- Tuition Waiver Program
- Additional plans are available for purchase. This includes AFLAC and additional life & ADD insurance
- Many other employee engagement programs

APPLICATION INFORMATION AND DEADLINE (*Applications should include the following*):

- Cover Letter
- Resume
- List of References (names, addresses & phone numbers of 3-5 current professional references)

HU Employment Application LINK: HU Application

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to: Humanresources@heritage.edu OR Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.