BRANDEIS UNIVERSITY  
JOB DESCRIPTION  
VICE PRESIDENT FOR FINANCE & TREASURER

Brandeis University's Vice President for Finance and Treasurer (VPF) serves as the chief business officer of the University, with responsibility for establishing and maintaining financial infrastructure and policies for all units and divisions of the University.

The VPF is expected to serve as a key member of the leadership team and will attend meetings of the Board on a regular basis. S/he is the staff liaison to the Risk Management & Audit Committee and is a key advisor to the Resources Committee of the Board. The VPF provides strategic and hands-on leadership, is responsible for financial strategy decisions, oversees budgeting, financial planning and policies, accounting practices and procedures, and all borrowing, investing, cash management and risk management functions.

In addition, s/he is responsible for the University’s relationships with lending institutions, the external financial community, and with external financial consultants. Reporting to the Executive Vice President of Finance & Administration (EVP), the VPF is an Officer of the Corporation. The VPF is expected to work closely with the EVP, Provost, and senior leadership at the University in the broader areas of planning and development. The VPF is responsible for issuance of management and Board financial reports, and the University’s financial statements. S/he advises senior leaders across the University in the development of long-range financial policy and on debit policy and capacity, analyzes the University’s financial and accounting operations and serves as a leader in developing opportunities and initiatives to enhance organizational efficiencies that serve the long term mission of the University.

Key Responsibilities:

- Participate in strategic planning efforts with the President, Executive Vice President, Provost and senior leadership team.
- Undertake analysis and interpretation of financial information and development of business operation plans; forecast critical milestones and potential obstacles, and evaluate alternate courses of action; balance short-term and long-term strategic objectives to maximize Brandeis University’s financial performance, and ensure its ongoing financial strength, in service of its mission.
- Direct a financial management team that enables the achievement of University goals in a manner consistent with the mission of the organization.
- Manage all borrowing and cash management functions, and provide financial accounting and reporting for all University funds, including sponsored programs. Serve as the University’s bond compliance officer. Plan and execute financial transactions of the University, ensuring that adequate capital is on hand.
• Ensure proper maintenance of financial records and compliance with finance and accounting standards, regulatory guidelines and reporting requirements. Ensure that the financial systems meet the highest standards, and provide financial information to inform strategic financial analysis and decision-making regarding uses of University resources.
• Lead the development of policies and procedures to govern financial decision-making including budgets, expense management, and capital spending to ensure the achievement of expense management in service of the mission of the University.
• Direct the preparation of the annual budget and oversee its execution throughout the year to achieve business objectives.
• Oversee the negotiation of the University’s Federal Indirect Cost Rate.
• Oversee the debt/capital structure of the University on an ongoing basis.
• Work with senior leadership on enterprise risk management and loss prevention programs and activities to assure maximum protection of the University’s assets.

Supervises:
• University Controller
• Associate Vice President of Procurement & Business Services
• Assistant Vice President of Budget & Financial Planning
• Assistant Vice President of Financial Affairs & Systems
• Director of Sponsored Programs Accounting

Qualifications

The University seeks a committed and experienced professional with proven leadership skills, along with relevant experience and demonstrated success in managing accounting and financial systems. The successful candidate will bring a sense of innovation in strategic planning that facilitates his/her ability to tackle new and challenging initiatives that the University will face.

The VPF will have the following experiences, capabilities and attributes:

• Relevant experience with accounting and financial systems in complex organizations, demonstrating proven success as a financial leader;
• Demonstrated expertise in strategic financial planning, financial and investment management, debt financing, cash flow management, investment strategies, and accounting information systems;
• Flexibility and adaptability to changing requirements and priorities;
• A strong quantitative and analytic approach to building business strategies and establishing measurement systems to monitor growth, efficiency and profitability;
• A strong leader and confident listener and communicator who brings integrity, a calm presence, patience and the ability to build consensus and engender trust;
• Excellent communications, analytical and problem-solving and conflict resolution skills;
• Organized, self-motivated and able to multitask in a fast paced and dynamic work environment, and able to work with minimal supervision;
• Vision, respect for and understanding of mission-driven institutions;
• Outstanding operational and organizational talents;
• Proven supervisory, employee development, mentoring and coaching skills;
• Excellent interpersonal skills, along with a sense of humor; and
• A Master’s Degree in accounting, finance or business administration, or an equivalent combination of education and experience.

How to Apply:

Submit cover letter and resume as a single document to hr@lists.brandeis.edu.

Closing Statement:

Brandeis University is an affirmative action/equal opportunity employer and encourages minorities, women, disabled individuals, and eligible veterans to apply. It is the policy of the University not to discriminate against any applicant or employee on the basis of race, ancestry, color, religion, sex, sexual orientation, age, genetic information, national origin, disability, veteran status, or on the basis of any other legally protected category.