



**Finance Director
Finance & Administration Directorate**

Position Summary

Mitchell College is seeking an experienced, organized and highly collaborative Finance Director who will be responsible for working with the Senior Vice President of Finance and Administration to manage the budget planning, financial analyses, financial reconciliations, reporting, and forecasting functions for the College. The incumbent will need to understand institutional strategies and goals, ensure the alignment with the budgeted resources and seek to create efficiencies where possible. Other areas of responsibility include developing standard operating procedures, supervising the business office staff (staff accountant, Comptroller, Bursar and an Accounts Payable/Payroll clerk) and providing interdepartmental training/mentorship on their assigned tasks.

Required Education and Experience:

- BA/BS in a related field required as is a CPA designation
- 3+ years' relevant non-profit experience and knowledge of Generally Accepted Accounting Principles
- Proficiency in MS Office suite, along with advanced Excel skills
- Analytical skills to independently and proficiently assume responsibility for coordination and completion of complex projects requiring interactions both internal and external constituents.
- Blackbaud Financial System experience a plus, but not required

As a small liberal arts college, Mitchell developed its distinct educational approach over almost 80 years, blending a tradition of mentoring with an expertise in teaching diverse learning styles to create a highly individualized model that benefits all students. Mitchell is committed to the broader community through building strong, creative and cooperative partnerships. Located on a beautiful waterfront campus in historic New London, it is also home to championship NCAA Division III athletics and the Duquès Academic Success Center which includes the renowned Bentsen Learning Center.

This is a full-time, FLSA exempt level position with excellent College benefits. For full candidate consideration, please send a cover letter, your CV/resume and 3 references (contact information or letters) by **March 2, 2018** to jobs@mitchell.edu. The application review process may commence immediately upon receipt of your letter of interest, though references will not be contacted until the applicant has been notified. For further information regarding our application procedures, you may visit <http://mitchell.edu/careers/>.

Mitchell College is an Affirmative Action-Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex, national origin, ancestry, political affiliation, sexual orientation, gender identity or expression, marital status, disability and genetic information, age, membership in an employee organization, or other non-merit factors.