

Director of Finance
Old Dominion University

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Posted May 29, 2024, set to expire Oct. 31, 2024

Job Title	Director of Finance
Department	VP STUDENT ENGAGEMENT & ENROLL SERV
Institution	Old Dominion University Norfolk, Virginia
Date Posted	May 29, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Financial Planning/Budget Management
Job Website	https://jobs.odu.edu/postings/20989
Apply By Email	
Job Description	

Job Summary

The Director of Finance provides financial leadership, guidance, and oversight to Auxiliary Business Services as well as independently performs a variety of routine and non-routine accounting functions with limited supervision. The Director of Finance prepares and analyzes financial statements and reports, reconciles and monitors accounts, identifies and resolves discrepancies, allocate funds, update and maintain accounting systems, and prepares and monitors budgets.

Minimum Qualifications

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Master's degree in business, finance, accounting, management or related field required. Or a bachelor's degree with work experience equivalent to a master's degree in business, finance, accounting, management or related field.

- Extensive knowledge of Generally Accepted Accounting Principle and application to fund accounting.
- Considerable knowledge of financial management and strategic planning, budgeting and financial analysis planning.
- Considerable knowledge of reconciliations.
- Excellent oral and written communication skills.
- Excellent organizational and time management skills to prioritize and handle multiple projects with coinciding deadlines.
- Proficient skill in MS Word, PowerPoint, Excel, desktop publishing, ERP and financial software programs.
- Demonstrated ability to analyze research and compile data.
- Demonstrated ability to develop a variety of fiscal reports using available software.
- Considerable experience in budget preparation, financial accounting, forecasting, analysis and reporting, and long-range financial planning.

Preferred Qualifications

- Considerable experience using Banner or other university related financial applications.
- Some knowledge of higher education auxiliary business services financial systems and accounting practices.

Conditions of Employment

Completion of Statement of Personal Economic Interests is required upon hire.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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