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**Job Description –Chief Financial Officer**

Department: University Leadership Report to: Executive Vice-Chancellor

 **Position Summary**

* Organize the management of financial and accounting issues of the university, maintain quality financial service, and ensure that financial performance and position of the university is accurately recorded and reported;
* Develop best practice in financial accounting and control procedures and continually review the processes and procedures to maximize efficiency;
* Establish and maintain a qualified and efficient finance team by identifying key finance staffing positions to be filled and undertake recruitment process;
* Prepare the annual budget，final accounts and audited annual financial reports in compliance with university policy, and local fiscal regulations;
* Collect, analyze and interpret the financial results to provide data-driven advice to the university leadership in major operational decision making;
* Liaising with auditors and other teams internally and externally for conducting of surveys, evaluation, auditing and inspection;
* Develop and implement training plans for the financial staff, to help them continuously improve professional expertise.
* Supervise staff members and translate documents.
* Liaison with municipal finance government.
* Ad hoc tasks assigned by the university supervisor.

**Preferred Qualification**

* Master’s Degree in accounting, finance or business;
* Intermediate profession title certificate in accounting or economics;
* Over 5 years’ experience in accounting management in higher education;
* Be familiar with financial laws, regulations and policies；
* Excellent communication, coordination, and management skills;
* Fluency in written and oral English, overseas educational or professional experience
* Ability to travel to US Kean University

**岗位书 – 首席财务官**

部门：校领导 汇报：执行副校长

**岗位职责：**

* 组织和管理学校财务和会计工作,提供优质财务服务,确保学校财务状况和运营情况得到准确的记录和报告；
* 发展和优化会计和财务控制程序，不断提高财务效率；
* 确定部门岗位设置和会计人员配备，招聘合适的财务人员，建立一支高效的团队；
* 根据学校和财政政策要求及时编制学校年度财务预算、年终决算报表、以及需提交审计的年终财务报告。
* 充分运用财务数据,客观、真实地对[财务收支](http://wiki.mbalib.com/wiki/%E8%B4%A2%E5%8A%A1%E6%94%B6%E6%94%AF)执行情况进行分析,为[领导进行重大运营决策](http://wiki.mbalib.com/wiki/%E9%A2%86%E5%AF%BC%E5%86%B3%E7%AD%96)提供参考意见。
* 协调和配合内外部的审计、评估和检查等工作。
* 计划和组织本部门的业务培训和考核,帮助财务人员不断提高业务水平。
* 管理员工并翻译必要文件。
* 与财务相关政府机构保持联络。
* 完成上级交办的其他工作。

**优先条件：**

* 财务会计类硕士以上学历;
* 中级以上会计师或经济师职称资格；
* 5年以上高校财务管理经验；
* 熟悉国家的财经法律、法规和方针、政策；
* 有出色的组织、协调和管理能力；
* 有较强中英文书面和口头表达能力，有海外留学、相关工作背景；
* 能够赴美国肯恩大学公务出差。