

## JOB ANNOUNCEMENT/POSITION DESCRIPTION

### **Director of Finance and Accounting Associated Colleges of the Midwest (ACM)**

Are you a finance and accounting professional looking to make a difference in a well-established non-profit organization? Do you enjoy a collaborative environment? Are you someone who sets high standards for your work? Are you equally comfortable with all accounting details as you are with strategy? Do you thrive with daily tasks and feel a sense of accomplishment with your work? Are you looking for a remote environment?

If you answered “yes” to these questions, consider applying to become the next Director of Finance and Accounting at the [Associated Colleges of the Midwest](#) (ACM), a non-profit educational consortium of 14 residential liberal arts colleges across five states.

The Director of Finance and Accounting will focus on day-to-day accounting activities and administrative tasks. They will oversee all aspects of general accounting practices at the ACM (85%) and will also work on a variety of new and ongoing administrative projects (15%).

The Director of Finance and Accounting has responsibility for:

- all financial and accounting processes (AP, AR, reconciliations, accruals, etc.),
- annual audit,
- tax compliance,
- rented facilities,
- insurance programs,
- vendor relationships,
- budgets,
- financial modeling,
- investments,
- 990 and 5500 filings,
- payroll, and
- financial reports and presentations.

The Director of Finance and Accounting also translates the long-range strategic priorities of the consortium into high-quality, multi-year financial plans, annual operating budgets, and associated forecasts. Working in close collaboration with consortial staff, the Director of Finance and Accounting makes sure activities align with and support the ACM mission.

The Director of Finance and Accounting will have the opportunity to explore and engage in consortial programs and activities through a variety of administrative projects. These include the role and expansion of shared services across the consortium, meeting with the ACM chief financial officers and controllers, financial models for future activities, and other time-sensitive projects.

The Director of Finance and Accounting reports to the ACM Chief Operating Officer and Vice President for Administration and will work closely with all staff members.

### **Required Qualifications**

- A bachelor's degree, preferably in accounting.
- A minimum of 5 years of increasingly responsible experience in finance/accounting, operation management, and planning.
- Demonstrated skills in all accounting and finance functions, including AP/AR, payroll financial reporting, expense and transaction reporting, account reconciliation, budgeting, forecasts, cash management, tax and compliance reporting, and vendor management.
- High level of accuracy, integrity, and moral standards; consistent use of good judgement and best practices in financial management.
- Excellent oral and written communication skills.
- Ability to be tactical with day-to-day activities and strategic with planning.
- Ability to communicate effectively with a wide range of audiences, including Board members and college staff.
- Proficiency in Microsoft Office and the ability to learn Abila MIP (accounting software) and other custom systems.
- Ability to multitask and work in a fast-paced environment in an efficient, professional way.
- Must be detail oriented and able to work well as part of a team.
- Ability to travel to meetings in Chicago, on [ACM campuses](#), or national conferences as needed.
- Ability to work after hours as necessary.
- A valid driver's license and the ability to operate a motor vehicle.
- Satisfactory outcome of a personal background check, which, depending on the position and department, may include professional references, verification of previous employment and education, criminal background check, a department motor vehicle check and/or a consumer credit check.

### **Preferred Qualifications**

- CPA and/or MBA
- Experience with a not-for-profit or educational organization.

### **Additional Information**

This is a full-time, exempt position. While the office is based in Chicago, IL, currently during the COVID-19 pandemic, the staff is teleworking. A fixed telework/remote work situation may be available post-pandemic as long as the candidate is willing to travel to Chicago occasionally at their own expense. Salary dependent on experience. The ACM's benefits package includes health, dental, and 403(b), and a flexible, collaborative environment that values work/life balance.

- Start date: Summer/Fall 2022
- Application deadline: applications accepted on a rolling basis; position open until filled

### **Application Instructions**

If you would like to be considered as a candidate for this position, please send:

- a letter explaining your interest in the position, the qualifications you would bring, and how you would contribute to ACM goals for this position;
- a professional resume;
- available start date;
- salary requirements; and
- a list of references, including contact details (who would be contacted only with prior permission).

Materials should be submitted electronically as attachments, in MS Word or PDF format, to [acm@acm.edu](mailto:acm@acm.edu) using the subject “Director of Finance and Accounting.”

### **About ACM**

The ACM is a consortium of 14 residential liberal arts colleges located in Colorado, Illinois, Iowa, Minnesota, and Wisconsin, founded in 1958. The ACM enriches residential liberal arts education and strengthens members through collaborative initiatives and programs for faculty, students, and staff. The ACM is governed by the presidents of the 14 member colleges and an advisory board of deans. The colleges enroll more than 23,000 students, almost 60% from Midwest states, and have over 1,700 faculty. In the past seven years, the ACM has received more than \$11 million in foundation support for its programs and initiatives. For more information about ACM, visit [www.ACM.edu](http://www.ACM.edu); be sure to check out our [2021 Impact Report](#).

The Associated Colleges of the Midwest is an equal employment opportunity employer. ACM does not discriminate in the operation of its educational programs, activities, or employment with regard to race, color, ethnicity, religion, sex, age, national origin (ancestry), disability, marital status, parental status, sexual orientation, gender identity or expression, veteran status, or any other basis prohibited by law.

ACM member colleges: Beloit College, Carleton College, Coe College, Colorado College, Cornell College, Grinnell College, Knox College, Lake Forest College, Lawrence University, Luther College, Macalester College, Monmouth College, Ripon College, and St. Olaf College.

Position also posted at [www.ACM.edu/employment](http://www.ACM.edu/employment).