Job Title: Director of Finance and General Administration

Department: Finance & Accounting – UNC Management Company

Company and Position Description:

UNC Management Company (UNCMC) is a 501 (c) (3) tax exempt charitable corporation established to provide professional asset management services to the University of North Carolina at Chapel Hill and other eligible entities affiliated with the University of North Carolina system. UNCMC total assets under management are approximately $4.7 billion.

The Director of Finance and General Administration is responsible for directing and managing the finance and accounting operations of the company, including the production of periodic financial reports, maintenance of an adequate system of accounting records, a comprehensive set of controls and budgets designed to mitigate risk, and ensuring that reported results comply with generally accepted accounting principles. In addition, the position will lead the development, implementation and execution of strategies designed to support key business processes in the areas of Information Technology, business continuity, and general office management. The Director of Finance and General Administration will have supervisory responsibilities and report directly to the Vice President & Managing Director of Finance and Administration.

Directs and Manages Accounting and Financial Reporting

- Manages and oversees financial and accounting activities including the general ledger, fixed assets, accounts payable, accounts receivable, account reconciliations, and cash management.
- Reviews, analyzes, and distributes monthly and quarterly financial statements (i.e., balance sheet and income statement) for the company.
- Ensures financial statements are accurate and reported in accordance with U.S. generally accepted accounting principles.
- Prepares annual budgets by establishing schedules, collecting, analyzing, and consolidating financial data.
- Conducts variance analysis of reported financial results relative to budgeted / planned expectations.
- Manages cash and generates forecasts to ensure sufficient funds exist to satisfy liabilities.
- Designs and implements internal control procedures over financial reporting processes and systems.
- Assists in the preparation of annual tax filings in order to comply with regulatory requirements.
Directs and Manages Business and Operational Processes

- Develops, implements, and maintains defined business continuity plans to ensure continued business operations.
- Manages the relationship and works with the outsourced Information Technology (IT) provider in designing strategies/processes that satisfy internal business requirements established by UNCMC’s IT committee.
- Develops or modifies business policies and procedures in order to mitigate risk and/or enhance existing practices.
- Establishes and manages the insurance coverage policy for protecting against potential liabilities.
- Negotiates and maintains contracts for services rendered to the management company.

Assists in Facilitating the Audit Process

- Assists in the facilitation of audit testing to ensure controls are operating effectively as designed.
- Collaborates with external service providers to support documentation request by external auditors.
- Independently performs the testing of controls in accordance with policies and procedures and documents results.
- Analyzes internal controls, documents results, and provides recommendations to enhance the control environment.

Qualifications:

Candidates must possess a Bachelor’s degree preferably in Accounting or Finance with a minimum of 7+ years of relevant work experience (finance or accounting functions). Additional qualifications and credentials (i.e., CPA, CMA, etc.) are preferred. The successful candidate must have working knowledge of financial reporting systems and general ledger accounts. Excellent computer skills (intermediate to advanced user of MS Office with emphasis on Excel) are required. Candidates must also have strong communications skills, be detail and deadline oriented, ability to multi-task, and be an effective problem solver and critical thinker. Equally important is the ability to thrive in a team-oriented environment while also working independently. Candidates are expected to exhibit high personal and professional integrity with an ability to exercise sound judgement.

Contact:

Please email your cover letter and resume to employment@uncmc.unc.edu. Write “Director of Finance and General Administration” in the subject line of your email.