

Financial Analyst and College Real Estate Coordinator **Finance**

Qualifications:

Requirements include a minimum of a Bachelor's degree, preferably in accounting or finance, and personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations. Other requirements include: proven experience performing financial and budget analysis for a multi-divisional organization; understanding of accounting theory and ability to put it into practice; ability to prepare reports and represent ideas concisely; knowledge of landlord/tenant law and the process for real estate sales or willingness to learn; advanced skills in MS Office Suite and a high degree of comfort with learning and using new technology; ability to communicate effectively verbally and in writing to a variety of constituents; developed interpersonal skills; ability to work independently and collaboratively; ability to routinely exercise sound judgment and use discretion on confidential matters; ability to build, establish and maintain effective working relationships with faculty and staff as well as internal and external customers; ability to exercise discretion with strong problem-solving and decision-making skills. Requires a team-player with a positive, proactive "can-do" attitude who is adaptable and comfortable in an environment with many deadlines.

Responsibilities:

Under general direction, completes a wide variety of activities related to financial analysis, accounting, budgeting, and other projects to assist in assessing and ensuring the financial wellbeing of the college, including departmental and divisional budget analysis, the identification of financial trends, and responding to questions from other departments. Also serves as the point person for all college properties that are not part of the Montecito campus, which consist primarily of the college's housing assistance programs.

Specifically:

- Performs regular budget and account analysis for the entirety of the college to assist with monitoring the financial health of the institution. Duties will include exception and variance reporting on revenue and expenses, as well as other accounting anomalies.
- Prepares financial projections and analysis on the college's operational performance, including cash flow projections and other key financial metrics.
- Performs all accounting and reporting for the college's Capital Improvement Projects, including the preparation of regular financial reports to assist with decision making.
- Assists in the development of a fixed asset sub-ledger, including procedures for maintaining and reconciling to the general ledger.
- Assists in the development of a user friendly capital lease accounting process and the establishment of clear accounting procedures.

- Produces monthly and quarterly financial statements for internal and external use, including for reporting to the Finance Committee of the Board of Trustees.
- Assists with preparing reports and analysis for the year-end audit process.
- Assists with the preparation of the annual operating budget and in making changes to the budget throughout the year, including reporting on those changes to the Controller and the Vice President.
- Assists with the successful completion of a variety of ad hoc financial and operational projects.
- Coordinates all aspects of property management services for college properties away from the main campus, including serving as the point person for tenants with questions and needs, coordinating utilities and service providers.
- Communicates housing assistance benefits to eligible employees and candidates.
- Shows college-owned properties to faculty and oversees the sale process, including the processing of sales documents associated and preparation of the college's housing assistance agreement.
- Interfaces with Realtors as the primary representative for sale of college properties, including completion of necessary sales disclosures and documents.
- Interfaces with banks and other mortgage lenders to help them understand the college's housing assistance programs, including the recruitment of additional lenders to the program.
- Facility in working with frequent interruptions, prioritizing tasks, and meeting deadlines.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
- There is an occasional need to drive locally, so a California driver's license and clean driving record is required.
- Performs other duties as assigned.

Reports to: Vice President for Finance and the Controller