



## Reformed University Job Description

### - Director of Business Affairs

#### **OCCUPATIONAL SUMMARY:**

The Director for Business Affairs shall be the chief financial officer and third officer of the Reformed University and shall report to the President. The Director for Business Affairs shall be nominated by a special search committee established by the President for that purpose, and appointed upon the recommendation of the President by the Board to serve at the pleasure of the President.

The Director for Business Affairs shall manage the financial resources of the Reformed University and is responsible for the management and safekeeping of funds needed for the annual operating budget and for capital improvements, and shall have supervisory authority over all employees of the University, except the President, the Director of Academic Affairs, and the faculty of the Reformed University.

#### **POSITION AND JOB DESCRIPTION:**

Formal Title (Position):

- Director of Business Affairs
- Full-Time Administrator

Miscellaneous Job Duties:

- Serve local and state committees and community organizations to represent Reformed University's interest.
- Acting Human Resources
- Acting Payroll
- Acting Maintenance and Operation
- Acting Safety and Security
- Acting Account Payable / Receivable

#### **PRIMARY DUTIES:**

- Provide administrative support to the Controller and perform a variety of diversified duties involving the exercise of independent judgment in accordance with established procedures; responsible for coordination of certain processes which impact on other areas of the college, process travel reimbursements and accounts receivables; serve as benefits representative for designated accounts;
- Data entry and maintenance of student accounts at Reformed University;
- Review and evaluate operational procedures and recommend areas for improvement;
- Coordinate human resources activities regarding employee benefits;
- Prepare and manage budget for the Administrative Office;
- Monitor and maintain all financial transactions of the Reformed University and provide financial reports;
- Implement student billing procedures;
- Conduct financial assessment;
- Coordinate student scholarship and/or financial awards;
- Implement procedures to collect outstanding tuition/fees;



- Prepare department for certified fiscal audits;
- Work with other departments and coordinate efforts for policy compliance to ensure proper operations;
- Responsible for business department to meet accreditation standards;
- Manage and coordinate activities of employees engaged in processing time cards and Payroll/Personnel System related forms compiling payroll summaries, and preparing standard and adjusting payroll journals.
- Manage and coordinate the processing of Payroll/Personnel System related forms to ensure actions initiated are in accordance with budgetary provisions; ensure notices are complete and properly coded to accomplish desired action.
- Evaluate and recommend revisions to payroll policies and procedures; coordinate necessary changes with University Computing, Human Resources and other departments within University Accounting to ensure efficient and effective processing of payrolls in accordance with applicable University, state and federal regulations.
- Manage investigations of payroll claims and complaints regarding payments, wages and deductions and coordinate necessary changes or corrections.
- Prepare reports and analyses for appropriate University officials setting forth progress, adverse trends and appropriate recommendations or conclusions.
- Maintain interface with University departmental personnel engaged in the preparation and submission of payroll data. Plan and schedule work of the clerical staff, ensuring proper distribution of assignments and adequate staffing, space and facilities for subsequent performance of duties.
- Coordinate the maintenance, recording, preparation and reporting of data related to a large department's personnel information; coordinate and maintain the entry of human resource and payroll data and the generation and distribution of related reports and information.
- Review all Department personnel forms for completeness, accuracy, timing, and conformity to budget and policy guidelines to include faculty appointments; make recommendations and process forms as appropriate; identify and research unbudgeted or potentially inappropriate actions or requests and to Department senior management regarding resolution or disposition.
- Verify and support personnel and payroll actions and ensure compliance with established policies and procedures and departmental management directives regarding Human Resource and payroll activities.
- Anticipate and identify potential human resource and payroll problems to minimize the financial and operational impact to the Department.
- Communicate and educate departmental/Reformed University personnel policies and/or benefit changes. Investigate, document, and resolve unique payroll and human resource problems and issues.
- Participate in the preparation of annual salary budgets for faculty staff, house-staff, and bi-weekly employees.
- Manage various personnel actions including, but not limited to, hiring, merit recommendations, promotions, transfers and vacation schedules.
- Taking necessary measures to prevent crimes or theft against school personnel or property
- Comprehensive management on school structural maintenance
- Coordinating on-campus employment process and task performance
- Overall supervision on University Insurance Policy
- Providing continuous information on school safety
- Perform other related duties incidental to the work described herein.



*The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.*

**REQUIREMENTS:**

Foreign Language Requirements:

- Foreign Language proficiency strongly required – Korean

Educational Requirements:

- Hold wide business and planning experience (10 Years) with appropriate post-secondary degree.
- Master of Business Administration Preferred.

Professional Requirements:

- Accounting Job Experience
- Certified Public Accountant

**REPORTING DUTIES:**

Reporting Responsibility to:

- President
- Board of Trustees

*The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.*