Job Posting:

Chief Financial Officer

Part-Time

Overview:

Hellenic College, Inc., is comprised of Hellenic College, a four year undergraduate college, and a graduate school of theology, Holy Cross Greek Orthodox School of Theology. It is organized as a religious not-for-profit educational institution in the Commonwealth of Massachusetts. It educates men preparing for the holy priesthood of the Greek Orthodox Archdiocese of America and other Orthodox Christian entities, as well as men and women for leadership roles in the Church, chosen professions, and society.

Hellenic College, Inc. seeks a part-time CFO who will be responsible for all financial matters, including budgeting and forecasting, financial reporting, risk management, and leads the finance department to drive institutional results. It’s anticipated that this position will be 20 hours per week, 2-3 days a week.

The CFO should have a minimum of 5 years’ experience in senior leadership positions in finance and operations, and possess a CPA and/or MBA. Prior experience at a college, university or not-for-profit organization in a similar position highly preferred. Experience with institutions experiencing a financial turnaround a plus. Excellent verbal and written communication skills required. In addition, the successful CFO candidate should possess strong organizational skills and problem solving abilities.

Key Responsibilities:

- Provide monthly financial reporting to key stakeholders including Hellenic College President, deans of Hellenic College and Holy Cross School of Theology, and department chairpersons. Focus will be on key performance indicators, early warning dashboards, operational workflow, and cash flow forecasting
- Responsible for designing and overseeing effective internal control systems
- Participate in long-term strategic planning including preparation of long term financial plans
- Responsible for the development of the annual and multi-year budget in coordination with the deans of Hellenic College and Holy Cross, staff, and other stakeholders
- Collaborate across departments and with faculty to identify revenue generation needs and cost containment opportunities
- Oversee and address Hellenic College’s risk management and insurance needs
- Manage and oversee treasury functions including banking relationships, real estate financing transactions, and cash management
- Oversee Hellenic College’s endowment and investment accounts in coordination with the Finance Committee
- Prepare all finance related materials for accreditation agencies and regulators and lead presentations related to finance matters
- Provide staff support to the Finance and Audit Committees, and present strategic financial plans and other financial reporting to the Board of Trustees
- Perform additional duties as required.

The CFO supervises a finance staff of three employees and reports to the President and his/her designee. Interaction with the internal HCHC management, the Chairman of the Board of Trustees who is the Archbishop of the Greek Orthodox Church of America, and the Vice Chairman of the Board of Trustees is expected.

Documents for Submission:
- Resume with cover letter

Contact Information:
resumes@hchc.edu

Hellenic College is an equal opportunity employer.
A diverse workforce and an inclusive culture is valued