Title: Financial Manager
Date: June 2015

Incumbent: New Position
Reports to: Laurel Elizabeth Baile

Summary of Position: Candidate must be a full-charge accountant, with comprehensive general ledger experience, as well as internal control knowledge, student receivables and payroll experience. This is a year-round, part-time position.

Dimensions: Enrollment of 110 – 150 students; payroll of approximately 40 employees

Principal responsibilities include, but are not limited to:

- Ongoing, fluid interaction with Suffolk University Boston Campus financial administrators
- Posting of activity to the general ledger and reconciliation of accounts
- Preparation of monthly and annual financial statements
- Conversion of Euro transactions to US dollars and exchange rate reconciliation
- Oversight of the monthly submission of payroll to ADP
- Bank reconciliations
- Monitoring of cash flow, requesting funds from Boston parent campus as needed
- Development of annual budget, including development of enrollment projections
- Monitoring of actual activity as compared with budget, with explanation of variances
- Oversight of Student Service Coordinator responsibilities, including invoicing students, collection of tuition, reconciling tuition receivables, invoicing other universities, damage deposits, refunds, etc.
- Interaction and negotiation with external auditors, vendors, lessor, ADP and others as needed
- Preparation and filing of Spanish tax forms
- Liaison with Madrid Campus legal counsel
- Primary contact person for Madrid Campus security alarm system
- Oversight of building maintenance and repairs, jointly with Student Activities Coordinator
- Assistance in assessing hardware/software needs and in maintaining 24/7 access for students
- Participation in student orientation sessions and other arrival activities
- Participation in student welcome trips at the beginning of fall and spring semesters
- Other responsibilities as assigned

Requirements:

- BA/BS required. Major in finance, accounting or business preferred
- Familiarity with both US and Spanish accounting systems
- Minimum of five years of related experience
- Supervisory or demonstrated leadership experience
- Excellent organizational, communication and interpersonal skills
- Ability to maintain confidentiality of records and information
- Strong problem-solving and negotiation skills
- Familiarity with financial and ADP software
- Experience with banking and calculating conversion rates
- Bilingual English/Spanish
Interested applicants are encouraged to submit a CV and cover letter to:

Ms. L. Elizabeth Baile, Director
Suffolk University Madrid Campus
C/ Viña, 3
28003 Madrid SPAIN
lebaile@suffolk.es
Tel. +34-91-533-5935
Fax +34-91-534-5024