



Associate Vice President for Finance & Compliance

Atlanta, GA

[HTTPS://WWW.MSM.EDU/](https://www.msm.edu/)

ORGANIZATION

Morehouse School of Medicine (MSM) was founded in 1975 as the Medical Education Program at Morehouse College. In 1981, MSM became an independently chartered institution. MSM is among the nation's leading educators of primary care physicians and was recently recognized as the top institution among U.S. medical schools for our social mission. Its faculty and alumni are noted in their fields for excellence in teaching, research and public policy.

MSM is accredited by the Southern Association of Colleges and Schools Commission on Colleges, Liaison Committee on Medical Education, Council on Education for Public Health, Accreditation Council for Continuing Medical Education and Accreditation Council for Graduate Medical Education.

MSM's mission is to

- Improve the health and well-being of individuals and communities
- Increase the diversity of the health professional and scientific workforce
- Address primary health care through programs in education, research, and service

With emphasis on people of color and the underserved urban and rural populations in Georgia, the nation, and the world.

MSM has seven residency programs: Family Medicine (1981), Preventive Medicine (1986), Internal Medicine (1991), Psychiatry (1991), Surgery (1993), Obstetrics and Gynecology (1997) and Pediatrics (2000). The majority of MSM patient care and clinical training occurs at Grady Memorial Hospital, one of the largest public hospitals in the Southeast. Over the past five years, 67 percent of our resident graduates have elected to stay and practice in Georgia.



MSM employs more than 250 full- and part-time faculty members, many of whom are internationally recognized in their field. The majority of MSM's more than 1,400 alumni choose to honor the MSM mission by serving communities located in rural areas and inner cities. Our alumni have distinguished themselves in leadership roles locally, nationally and internationally.

POSITION

Reporting to the VP of Finance and Chief Financial Officer, the Associate Vice President for Finance and Compliance (AVP) will have four direct reports (Grants and Contracts, Financial Aid, Budget Planning, and Innovative Financial Services) and 18 staff. The AVP ensures that Grants and Contracts and Financial Aid adheres to GASB and GAAP standards ensuring that these activities meet required regulatory and compliance requirements. The AVP also assist the CFO with the annual budget process ensuring adequate budget planning, monitoring, and reporting to meet institutional goals.

RESPONSIBILITIES

Operational Support, Process Improvement & Budget Management

- Enhances and/or develops, implements, and enforces policies and procedures by way of systems and processes that will improve overall operations, efficiency, and effectiveness under his/her direction.
- Performs analysis on financial data to identify trends and improvements.
- Works collaboratively with the Executive Budget Director in the development and management of the annual institution's budget
- Works collaboratively with the Director of Financial Aid in the reduction of student debt, compliance with federal student loans, and scholarship distribution
- Works collaboratively with the Director of Innovative Financial Services in the development of financial wellness programs for students and employees
- Performs periodic cost and productivity analyses
- Evaluates the effectiveness of internal controls for Grants and Contracts as well as Financial Aid.
- Coordinates the improvement of Grants and Contracts, Financial Aid, and Budgeting systems.
- Evaluates office structure and team to help ensure continual improvement. Designs, establishes, and maintains staffing and an organizational structure to effectively accomplish the department function; recruits, supervises, and evaluates departmental staff; directs the implementation of staff development, and skills training
- Conducts projects, studies and analyses as assigned by the CFO



- Establishes and implements short- and long-range organizational goals, objectives, policies, and operating procedures; monitors and evaluates process effectiveness; effects changes required for improvement
- Ensures timely and accurate processing of Grants and Contracts transactions in accordance with regulations and requirements imposed by general accepted accounting principles (i.e., GAAP), the Government Accounting Standards Board (i.e., GASB), Financial Accounting Standards Board (i.e., FASB), Federal and State grantors and other external sources

Compliance

- Plans, controls, directs, and evaluates compliance functions and performance under his/her direction.
- Works collaboratively with the AVP/Controller to ensure timely receipt of the school's Single Audit (A133) performed by the external auditor.
- Coordinates completion of request from the school's internal auditor related to the areas under his/her direction.
- Evaluates the impact of proposed regulatory action or changes to accounting standards related to areas under the direction of the AVP.
- Complete financial statement ratios and provide monthly dashboards on financial and compliance requirements related to areas under his/her supervision.

Grants & Contracts

- Develops and implements procedures to manage the inflow of cash generated from grants and contracts.
- Collaborates with the AVP/Controller to ensure available scholarship funds are provided to the scholarship committee.
- Collaborates with the Office of Institutional Advancement providing the required level of scholarships needed annually.
- Responsible for the month-end closings for the grants and contract portfolio.
- Responsible for the accounting and reporting of all federal and state grants and contracts, working with the Executive Director of Grants and Contracts.
- Ensures that all Grants and Contracts and Financial Aid account reconciliations are completed timely and accurately to support overall financial statement reporting.



Budget Planning

- Guide in the management of the institution's annual budget process
- Responsible for creating and implementing sound budget and finance policies that enable successful completion of mission-based budgeting to support the core mission of the institution related to education, sponsored research, clinical operations, and community engagement
- Responsible for developing and implementing new revenue and expense modules, as needed
- Responsible for monthly and annual reporting of budget actuals
- Responsible for guiding Budget team and other financial teams in the proper execution of budget goals
- Responsible in providing guidance on budget allocations and planning
- Responsible for developing budget forecasting methodology
- Ensure timely budget kickoff and completion

Reporting

- Manages financial and compliance reporting in the area under the direction of the AVP.
- Provides timely and accurate analysis of federal financial reports.
- Ensure that all accreditation reporting, surveys, and compliance reports are completed timely and accurately.

QUALIFICATIONS

- Master's degree in accounting, finance, or related field from an accredited college or university required; a master's degree and CPA preferred.
- Minimum six years of progressively more responsibility in managing grants and contracts, financial aid, and oversight of institutional budgets in a Higher Education environment. Detailed knowledge of GASB regulations required.
- Ability to handle multiple projects and lead a high performing team of finance professionals.
- Strong analytical capabilities; excellent written, verbal, problem solving and communication skills; in-depth working knowledge of computerized accounting systems (Banner experience a plus); demonstrated track record as a team player; proven experience with Microsoft office suite products.
- Personal qualities of integrity, credibility, and dedication to the mission of MSM.



APPLICATION PROCESS

MSM and encourages candidates of all backgrounds to apply for this position.

All inquiries, nominations and applications be directed to Morehouse School of Medicine's search firm, The Dubrof Group, at cydnee@dubrof.org. Any communication with MSM will be directed to The Dubrof Group. Applications should include a letter of interest and a current resume in MSWORD. Please indicate in your cover email where you learned of the opportunity. Please note that only those candidates invited for screening will be contacted. NO PHONE CALLS PLEASE.