

POSITION ANNOUNCEMENT

Director of Finance & Accounting Full-Time

The Kansas City Art Institute (KCAI), a national leader in visual arts and design education, is seeking applications for the full-time position of Director of Finance & Accounting. KCAI offers an exceptional benefits vacation and holiday package for full-time staff including 100% employer paid insurance and a 5% retirement match for eligible participants.

The Director directs and manages financial activities for the organization, including strategic financial operations, compliance and risk management. Directs financial and accounting activities for the Institute. Establishes financial controls, maintains bank relationships, supervises staff and prepares and interprets financial results for the EVP for Administration, President and the board of Trustees. Responsible for the fiscal activities of the Institute. Provides oversight for financial accounting systems, including accounts payable, general ledger, accounts receivable, cash management, financial statements and tax information. The successful employee will provide excellent leadership to management and staff at all levels and will be knowledgeable in a broad range of Kansas City Art Institute (KCAI) policies and procedures in order to provide assistance to employees at all levels.

Qualified applicants must have:

- Multi-disciplinary, forward thinking business leader with exceptional people-leadership skills who can work collaboratively as a member of the management team.
- Strong negotiator with exceptional communication skills.
- Skilled at business plan development, implementation and budget management. Ability to communicate complex concepts effectively with employees, leaders, and Board of Trustees verbally and in writing.
- Self-directed leader who inspires engagement at all levels with a positive attitude and high energy.
- Excellent time management and organizational skills. Detail oriented and able to handle multiple priorities simultaneously. Capable of effective priority setting and ability to meet deadlines.
- Integrity above reproach and ability to maintain confidentiality.
- Excellent customer service skills. Ability to resolve/mediate conflicts in a constructive manner.
- Sound business judgment and decision-making skills. Ability to assimilate information and draw appropriate conclusions.
- Works independently within a team environment and to effectively interact with all levels of Kansas City Art Institute management, Board of Trustees, KCAI staff, faculty, students, external agencies, vendors and the public-at-large.
- Excellent communication skills to effectively obtain and present information concerning employment and employee relations issues. Verbal communication, writing organization, presentation style and public relations skills are imperative.
- Knowledge of city, state and federal laws impacting the Institute.
- Strong computer software skills required; Microsoft Office Suite, General Ledger, Purchasing systems, Human Resources Information Systems (HRIS) and/or related databases.

REQUIRED/PREFERRED EXPERIENCE

- Minimum of ten years progressive accounting/finance and a deep disciplinary knowledge of all major Accounting functions/disciplines (Payroll, Accounts Payable/Receivable, General Ledger, etc.) required.
- Leadership, collaboration, facilitation, relationship development and conflict resolution/mediation skills required.
- Experience with a not-for-profit organization or higher education environment preferred.

- Experience should demonstrate evidence of strategic planning, finance and budgeting, forecasting, broad business knowledge and acumen and a keen sensitivity to risk management.

REQUIRED/PREFERRED EDUCATIONAL BACKGROUND

- Bachelor's degree in Finance/Accounting required.
- Masters in Finance/Accounting and/or CPA preferred.

About KCAI: The Kansas City Art Institute is a private, independent and accredited college of art and design founded in 1885, and located in the cultural heart of metropolitan Kansas City, Missouri. The college enrolls nearly 600 undergraduate students regionally, nationally, and internationally. For more information, please visit www.kcai.edu.

Applications deadline and procedures:

This position is considered "open" until an offer of employment has been accepted. Career inquiries and resume submissions received during the on-campus finalist stage of the search are not guaranteed consideration.

Apply by email to: jobs+dirfinacct2016@kcai.edu

Attach to the email in PDF format only:

Cover letter

Resume

Salary Expectation and Salary History

List of 3 professional references we may contact

Kansas City Art Institute is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, gender identity, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, genetic information, citizenship status, veteran status, or any other characteristic prohibited by federal, state or local law.

KCAI provides reasonable accommodation for qualified individuals with disabilities and disabled veterans in the job application process. If you have any difficulty using our online system and you need an accommodation due to a disability, you may contact the Human Resources Department about your interest in employment. Any questions or concerns can be directed to Kansas City Art Institute's Human Resource Administrator at hr@kcai.edu.

KCAI is an Equal Opportunity Employer: Minorities/Females/Disabled/Vets