



**MERCYHURST**  
UNIVERSITY

501 East 38th Street  
Erie, PA 16546

814-824-2000

800-825-1926

[mercyhurst.edu](http://mercyhurst.edu)

## **Director of Finance and Budget**

**Department:** Finance  
**Location:** Erie, Pennsylvania  
**Reports to:** Vice President for Finance and Administration  
**Classification:** Administrator

### **SUMMARY:**

Mercyhurst University invites applications for the position of Director of Finance and Budget. The successful candidate is a trusted, high integrity, strategic partner who reports to the Vice President for Finance and Administration and works with the Leadership Team to extend the reach of finance from compliance and financial reporting to critical analysis of business issues.

### **DUTIES AND RESPONSIBILITIES:**

The Director of Finance and Budget leads a team that collaborates across the University to advance fiscal and organizational health in an efficient and effective manner. Responsible for the financial systems and accounting functions, the Director of Finance and Budget manages all day-to-day financial operations and prepares, analyzes, and interprets financial data for management, control, planning, reporting and forecasting purposes. The Director of Finance and Budget must be able to support and promote the University's Mission.

### **EDUCATION AND EXPERIENCE:**

Requirements include a bachelor's degree in Accounting, Business or a related field; CPA and MBA with a finance concentration preferred. Ten years of experience in positions of increasing fiscal responsibility in the areas of budgeting, finance, accounting and forecasting is required, preferably in higher education, is required along with five years of supervisory experience; must be proficient with Microsoft Office and ERP systems. Endowment and payroll experience is preferred and familiarity with Colleague is a plus. Successful candidates must be strategic thinkers and collaborators with excellent organizational, analytical and interpersonal skills.

## APPLICATION PROCESS

Mercyhurst University, located near Lake Erie in Erie, Pennsylvania, offers ready access to a variety of cultural and exciting seasonal activities and is within a two-hour drive of Pittsburgh, Cleveland, and Buffalo. For more information about what Erie has to offer visit [www.visiterie.com](http://www.visiterie.com).

Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

**Candidates must be currently eligible to work in the United States.**