Chief Financial Officer (CFO)

Reports to: President
Institution: The American University of Afghanistan (AUAF)
Location: Kabul, Afghanistan

GENERAL FUNCTION

The Chief Financial Officer advises the President on all matters pertaining to the management and operation of accounting, strategic financial planning and budgeting, any audit and tax interactions, financial policies, procedures, applicable regulatory compliance, internal controls, student financial aid, financial information systems, and overseeing procurement functions and planning. The Chief Financial Officer exercises a major responsibility for the accounting of the AUAF.

The Chief Financial Officer helps to promote a customer-oriented service attitude and serves as the executive officer directly responsible for providing leadership and general management of financial and procurement functions.

The position is responsible for continuously monitoring, evaluating and communicating the financial status of the AUAF so that the information may be acted upon promptly and effectively.

The position is also responsible for related security of assets including cash and similar financial instruments, receivables, facilities, equipment, bank relationships, contracts, agreements, intellectual property, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Advises the President, senior University administration officers, and members of the Board of Directors on issues relating to the financial status of the University by serving as a member of the President’s Council, by reporting financial information at Board of Trustees’ meetings, and by preparing reports, recommendations, findings, and other correspondence as required.

2. Facilitates an effective working relationship with donor officials by ensuring University compliance with applicable fiscal policies and accounting procedures, maintaining open channels of communication with appropriate government officials, facilitating an exchange of information on these subjects, and implementing all relevant applicable policies regarding fiscal operations.

3. Ensures compliance with professional accounting standards, rules, regulations, and laws by directing, supervising, and facilitating the preparation and maintenance of required and appropriate financial records, monthly and annual financial reports, and all other financial reporting as may be required by AUAF donors, government agencies, or established accounting standards.
4. Facilitates the governance of the University by providing financial information to the Board of Directors and implementing the Board’s decisions under the direction of the President through the establishment of policies, procedures, and guidelines.

5. Prevents institutional liability in financial operations by facilitating the access of the independent auditors to requested records during the conduct of the University's annual audit. Manages the annual audit solicitation process, provides documentation as required, and ensures that the audit is completed with the full support by the financial organization.

6. Ensures compliance with the institutional mission of the University by working with unit heads to develop and review unit plans, goals, and objectives, assuring development of effective business processes incorporating automation with appropriate technologies, designing systems of effective controls to guide work toward expected outcomes, and evaluating progress towards their accomplishment.

7. Ensures that the financial operations of the university have the resources necessary to provide financial information to support the academic program, such as preparation of financial reports and the development of funding and cost recovery models that support innovation and growth. Supports the President in the annual budget development.

8. Ensures efficient and effective operation of the procurement function by overseeing procurement services, property and receiving as well as all University real estate transactions and risk management/insurance analysis and transactions.

9. Enables finance employees to perform their assigned tasks by overseeing the preparation and implementation of the annual budget for financial and procurement services and oversees training that may be required.

10. Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

11. Remains competent and current by reading professional journals and literature, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as appropriate.

12. Works collaboratively with the advancement staff in fund raising and investment reporting;

13. Ensures that miscellaneous assignments related to finance and procurement are completed in the best interests of the University by accepting and accomplishing all other tasks assigned by the President.

14. Oversees the daily operations of the procurement department to ensure that the material and service requirements of the University are met in a timely, efficient, effective and ethical manner. Provide oversight of all purchases in compliance with the AUAF procurement policies and procedures.

15. Evaluates, makes recommendations, and develops University-wide procurement policies and procedures for the implementation of standards that represent best purchasing methods.

16. Continually evaluates products and services offered by existing and prospective vendors.
17. Exercises delegated signatory authority to contractually bind the University in legal agreements. Administers such University contracts in a manner that ensures contractual obligations and intents are fulfilled.

18. Provides liaison to various offices of USAID and other offices, including relevant ministries, related to financial matters, contracts, and cooperative agreement.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

- Master's degree, preferably in business or finance, ACCA or CPA; supplemented with seven (10) years of comparable financial leadership experience in a large multispecialty group practice.
- Knowledge of financial and procurement management, administration, reimbursement, and financial reporting are required.
- Maintains strict confidentiality.
- Maintains knowledge and assures compliance with University policies and procedures including, but not limited to: compliance, accreditation, and other regulatory requirements.
- High level user of standard business computer systems and accounting.
- Experience with Microsoft Dynamics GP, preferred.
- High degree of initiative, judgment, discretion, and decision making and being able to analyze situations accurately and taking effective action as needed.
- Able to establish and maintain effective working relationships with a wide range of managers, regulators, payers, contractors, vendors, customers, students, etc.
- Financial management skills, including the ability to analyze data for budgeting, operations, auditing, account receivable and reserve analysis
- Skill in identifying and resolving accounting and financial issues/problems.
- Skill in evaluating operations as they relate to operational and financial performance.
- Ability to prepare professional level reports and present effectively in writing and orally.
- Ability to negotiate effectively.
- Ability to be a high level contributor to teams, committees, and task forces and demonstrate a collegiality and respectable in all working relationship.

**SUBMISSION GUIDELINE:**
To apply, please send a cover letter, curriculum vitae, and contact information for three references to jobs@auaf.edu.af. Please include Chief Financial Officer in the subject line of the email.

**APPLICATION DEADLINE:**
This position is "Open until Filled"