Director of Administration and Finance

POSITION SUMMARY: Process all financial actions for the Law School

ESSENTIAL FUNCTIONS:
• Prepare and maintain salary & income/expense budgets
• Accounts payable, Accounts receivable, Petty cash, & Purchasing
• Submit bi-weekly payroll
• Prepare adjunct faculty contract information each semester
• Main financial records for 30+ student organizations & work with their leadership in handling purchases
• Process all school-related travel & approve travel purchases through travel agent
• Prepare journal vouchers
• Monitor restricted accounts to insure that deposits/payments are posted correctly
• Manage the Adoption clinic finances/bank account
• Monitor 17 VISA accounts & one American Express account and prepare monthly allocations
• Approve student emergency loans
• Prepare scholarship spreadsheet
• Prepare Law Day awards spreadsheet
• Assist with finances of the three Foreign Study Abroad programs
• Prepare Mission First Legal Aid Clinic quarterly income/expense reports
• Compile major reports for the Law School: annual report to Mississippi College, ABA annual questionnaire, US News and World Report annual report, etc.

OTHER RESPONSIBILITIES:
• Assist with graduation/hooding
• Maintain personnel records & process personnel forms
• Process meal approval forms
• Law Day Committee
• MC Insurance Committee
• Liaison between MC and MCSOL
• Supervise Finance Assistant
• Coordinator of Weight Watchers at Work program, etc.
• Direct interaction with faculty, staff, and students
• Other duties as required

DESIRED QUALIFICATIONS:
• Bachelor's degree required, MBA preferred
• 5 years experience required, 10 years preferred
• Accounting or financial background, office manager experience
• Interpersonal skills, detail oriented

Reports to: Dean of the Law School
FSLA Status: exempt