

### **Director of Business Affairs**

**Serves as the Chief Financial Officer for the college and provides oversight, supervision and leadership for all accounting and financial operations. Assist the President with planning long-term financial goals and ensures sound financial management of the college's fiscal and administrative internal control practices. Oversees the operating budget and the accounting department. Monitors bookkeeping activities and establishes accounting policies and procedures. Responsible for financial consulting, tax administration, financial governmental reporting and audits. Demonstrates integrity, with an ability to handle confidential information.**

**Bachelor's Degree required with seven (7) years experience in higher education financial operations management. Must possess strong critical thinking abilities to evaluate financial data and documentation and provide solutions.**

**Please submit resume, three letters of reference and transcripts to the Office of Human Resources at Morris College, 100 West College Street, Sumter, SC 29150 or electronically to [alawson@morris.edu](mailto:alawson@morris.edu).**