



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546
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mercyhurst.edu

Manager of Insurance and Financial Compliance

SUMMARY:

This position will report directly to the Vice President of Finance. Incumbent will support the Finance Department by performing duties relating to insurance management, banking compliance, debt compliance, compliance reporting, and other duties.

DUTIES AND RESPONSIBILITIES:

Insurance Management

- Serve as primary liaison for the University's insurance broker on matters involving general liability and property insurance.
- Prepare annual insurance applications for various lines of insurance coverage.
- Serve as primary liaison for processing and managing insurance claims.
- Serve as primary liaison for requesting certificates of insurance required by legal agreements and University activities.
- Obtain general insurance invoices and review with VP of Finance for payment approval.
- Propose journal entries for insurance deductibles on all claims and review with Controller.
- Reconcile general ledger accounts used for all insurance claims and draft necessary journal entries for Controller/VP of Finance

Banking Compliance and Support

- Serve as one of the department's operational contacts for banking, investment, and debt relationships.
- Serve as backup for transfer of funds between accounts within each financial institution and transfer of funds between financial institutions to cover account activity.
- Assist with banking and investment account paperwork needed to open / close accounts, and update / change signatories and account access privileges.
- Serve as backup to draw or pay down Line of Credit as needed to fund operational activity.
- Serve as backup to initiate or approve non-recurring ACH's and Wire Transfers for bank accounts.
- Serve as backup to initiate drawdown requests from the Federal Government G5 System for Title IV funding, and other Federally funded programs as needed.
- Serve as backup to access funding information for various payments from the Commonwealth of Pennsylvania and Federal sources and provide information to grants accountant and student financial services personnel.
- Assist with periodic cash projections as required.

Debt Compliance

- Serve as one of the department's operational contacts for banking, investment, and debt relationships.
- Serve as backup for transfer of funds between accounts within each financial institution and transfer of funds between financial institutions to cover account activity.
- Assist with banking and investment account paperwork needed to open / close accounts, and update / change signatories and account access privileges.
- Serve as backup to draw or pay down Line of Credit as needed to fund operational activity.
- Serve as backup to initiate or approve non-recurring ACH's and Wire Transfers for bank accounts.
- Serve as backup to initiate drawdown requests from the Federal Government G5 System for Title IV funding, and other Federally funded programs as needed.
- Serve as backup to access funding information for various payments from the Commonwealth of Pennsylvania and Federal sources and provide information to grants accountant and student financial services personnel.
- Assist with periodic cash projections as required.

Other Compliance Reporting

- Ensure all filings required to do business as a foreign not-for-profit corporation are filed as required for Maryland, Virginia, District of Columbia, Ohio, New Mexico and/or others as needed.
- Coordinate all related corporate payments with Controller as required.

Employee Benefit Plans

- Provide support for Director of Human Resources and VP of Finance in the preparation of Forms 5500 for employee benefit plans.

Other

- Perform other duties as needed and assigned by Manager.

EDUCATION AND EXPERIENCE:

Bachelor's degree (B.A.) from four-year college or university with a major in either Accounting or Finance; CPA and/or MBA desirable. Preference for 10yrs+ experience as a senior professional accountant to include 5 years+ at the managerial level in a college/university or equivalent combination of education and experience. Public accounting experience highly desirable.

- To perform this job successfully, an individual should have knowledge of accounting software; Internet software; Spreadsheet software and Word Processing software.
- Thorough knowledge of not-for-profit accounting, particularly as relates it colleges and universities; Knowledge of generally accepted accounting principles, tax regulations, and a broad range of financial accounting and business practices; Strong knowledge of internal control concepts and techniques; Extensive knowledge of transaction processing and financial management systems; Knowledge of and experience in process design.
- Excellent oral and verbal communication skills; Must display strong interactive skills, be task oriented, demonstrate creative problem-solving techniques and be flexible in the workplace to include nights and weekends when needed; high degree of demonstrated confidentiality.
- In addition, must possess:

- Ability to read, analyze, and interpret general business periodicals, professional journals/ technical procedures, or governmental regulations.
- Ability to draft reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

APPLICATION PROCESS:

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

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
HRInfo@mercyhurst.esu

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 based on 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.