



Position Description

Associate Dean for Business Services and Chief Financial Officer

The University of Pennsylvania Carey Law School is one of the nation's oldest and most distinguished law schools. The school offers a distinctive cross-disciplinary legal education, drawing on the depth and breadth of the University of Pennsylvania. The resulting intellectual opportunities and professional relationships bridge traditional boundaries and disciplines, making the Law School an extraordinarily supportive academic community for its scholars and students alike.

The Associate Dean for Business Services and Chief Financial Officer is the principal architect of the Law School's responsibility-centered budgeting process and performance. The CFO reports to the Dean, collaborates with the Vice Dean for Administrative Services, cooperates with the University's Executive Vice President and relevant University departments, and manages a directly reporting staff of five plus business administrators seated in various Penn Law departments.

We seek a dynamic and principled leader who can add insight and identify opportunities in the conversation about legal education in today's competitive landscape. The CFO is the essential financial advisor to the Dean, and partners with faculty, staff, students, and University finance and business leadership to ensure Penn Law's continued fiscal strength and wise stewardship of resources. We seek an experienced leader with a track record of using effective budget management and financial acumen to influence outcomes in support of educational and mission-driven objectives. The CFO develops and oversees the Law School's annual operating budget (\$75,000,000), analyzes budget performance, and provides advice and consultation to the Dean, faculty members, staff, and students.

- Collaborating with the Dean, develop and implement long and short term budget and financial goals and explicit strategies to achieve them. With a deep understanding of the competitive landscape, contribute ideas and identify opportunities for maximizing the value of a legal education.
- Innovatively using technology, analytics, and research, develop financial models and projections that inform the strategic planning for the educational program, faculty hiring, staff support, and facilities. Evaluate and consult on short-term and long-term budgets and budget performance for all Law School programs and departments.
- In accordance with the University consolidated financial statement, provide the annual sub-certification of Law School compliance with all financial policies and procedures, cash management, property management, asset and liability reconciliation, expense accrual, revenue deferment, sales and UBIT tax reporting, PCI compliance standards, human resource and payroll policies, donor fund restrictions, grants and contracts terms, and other financial reporting requirements. Develop and maintain system of internal business controls to ensure compliance in these areas.

- In cooperation with faculty and senior staff, develop the Law School's annual integrated budget. Work proactively and collaboratively with faculty and staff to ensure budgeting based in the University's responsibility-centered budgeting model and the Law School's strategic objectives. Provide information on budget performance to the Dean, faculty, and managers. Guide and influence budgetary decision making with an eye to the Law School's continued financial health.
- Coordinate strategy and ensure clear and replicable processes across a variety of departments, including Admissions & Financial Aid, Biddle Law Library, Development and Alumni Relations, and the Gittis Center for Clinical Legal Education. Ensure collaboration with business administrators in departments.
- Oversee the development of budgets for a growing number of faculty-directed centers and institutes. Create processes and best practices for center and institutes financial management. Oversee grants and grant reporting required by these centers and institutes. Provide information on budget performance to faculty directors and to the Dean.
- Oversee financial and reporting systems for all grants received by University of Pennsylvania Carey Law School faculty and departments. Ensure compliance with all grantor requirements, reporting and otherwise. Ensure careful and strategic compliance with all grant spending requirements.
- Oversee and manage operating cash, term gifts, capital funding, and endowment additions. Ensure excellent stewardship of specified gifts as they are reflected in spending targets. Advise departments on bequest-compliant structures for related expenditures and ensure financial compliance with all gift requirements.
- Oversee payroll processing; ensure strategic participation in the annual salary increase program.
- Contribute to strategic facilities management and on-going renovation and maintenance. Create short- and long-term budget parameters for the on-going maintenance, renovation, and up-keep of the facilities. Create and manage budgets for all capital expenditures and manage capital spending cash flow. Maximize financial partnerships with University facilities funding and energy conservation initiatives.
- Manage the Business Affairs Office, currently staffed with a Director of Fiscal Operations, an Associate Director of Fiscal Operations, and 2.5 Administrative Coordinators. Ensure excellent performance of and communication with Business Administrators in three additional departments.
- Represent the University of Pennsylvania Carey Law School to a host of internal and external constituencies. Provide strategic reports to University colleagues, the faculty, the Law School's Board of Overseers, and other audiences.
- Serve in a central role at the Law School as a member of its senior administrative team, contributing innovative ideas to the Dean and to colleagues on ways to achieve Penn Law's ambitious goals.

REQUIREMENTS:

- Demonstrated performance record of at least ten years in successful and progressively responsible leadership in financial management, with deep knowledge of accounting regulations, procedures, and best practices.
- Demonstrated experience with complex financial accounting systems, auditing processes, and investment managers, including experience designing and implementing a planning and budgeting process.
- Excellent financial analysis and modeling portfolio, establishing an ability to think creatively and carefully about fiscal policies and procedures across a variety of systems and organizational situations.
- Demonstrated leadership track record. Established track record as collaborator in the workplace, within the immediate department and within the larger institution, as well as a record demonstrating effective leadership as a strong and motivational manager. Experience managing teams and coordinating large projects while successfully championing an integrated approach to message and design.
- Master's degree required, JD preferred, with concentration in Business Administration, Finance, Accounting, or a related field. Knowledge of legal education and of higher education financial systems in a responsibility-centered budgeting environment highly desirable.

Learn more about [the University of Pennsylvania Carey Law School](#).

TO APPLY:

Please e-mail your letter of interest with cv/resume to Jo-Ann Verrier, Vice Dean for Administrative Services, at jverrier@law.upenn.edu and apply on-line [here](#).