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# Example of Financial Services Director Job Description

Our company is looking to fill the role of financial services director. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for financial services director

* Oversee the creation, executive review and execution of product deployment
* Serve as chief financial officer for the College
* Analyze and manage Continuing Education and Revenue Based Trust Funds accounts
* Ensure monthly account reconciliation with the University's central accounting systems for all accounts
* Facilitate communication flow between Dean's Office and Departments regarding fiscal matters
* Consults with campus partners and relevant compliance sources to ensure financial policies and procedures meet the growing international teaching and research needs of the university in a compliant and user friendly fashion
* In partnership with the Provost's office and the VPIAO, proactively works with faculty, departmental administrators, and campus partners to identify international activity and to assist with planning to ensure the necessary administrative and financial support is in place
* Collaborates with Procurement Services to develop the necessary policies and procedures, including contract language and templates to facilitate the procurement and payment of goods and services oversees
* Partner with Procurement Services to ensure the supplier onboarding and payment processes are supportive of our activities overseas while also complying with OFAC and other regulations
* Partners with the Travel Program, the Provost's office, and the VPIAO to support international travel policies and procedures with a special emphasis on group travel

## Qualifications for financial services director

* Must have proven management experience and skills
* Building Strategic Relationships - Ability to build and maintain collaborative networks of strategic contacts, both internally and externally, with the specific intent of fostering teamwork and future opportunities and partnerships
* Strategic Thinking - Ability to understand and integrate the Aboriginal market into the organization's direction and goals
* BA/BS in Marketing/Communications/Journalism/Public Relations or other related field and a minimum of 10-12 years related experience
* Direct experience managing highly confidential business and organizational communications
* Excellent interpersonal skills and the ability to work well in a team environment and interact effectively with other senior-level employees and outside contacts