



**APPLICATION PROCESS FOR  
Director of Institutional Finance**

Applicants and nominees for the Director of Institutional Finance position with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) should submit a letter of application, a current résumé, and a list of three (3) references to:

Ms. Kisha Berger  
Director of Human Resources  
SACSCOC  
1866 Southern Lane  
Decatur, GA 30033-4097  
[kberger@sacscoc.org](mailto:kberger@sacscoc.org)

Applications may be submitted via U.S. Mail or electronically, and must be received in the SACSCOC office by **Friday, March 21, 2025, at 4:30 p.m. (ET)**. The Director of Institutional Finance will need to reside in the Atlanta/suburban area.

Questions regarding the process should be directed to Kisha Berger at [kberger@sacscoc.org](mailto:kberger@sacscoc.org).

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS  
COMMISSION ON COLLEGES  
(SACSCOC)

**DIRECTOR OF INSTITUTIONAL FINANCE**

GENERAL DESCRIPTION

The Director of Institutional Finance is responsible for the review, interpretation, and management of financial data submitted to SACSCOC by member and candidate institutions. Provides assistance to the President of SACSCOC including special projects as assigned as well as responsibilities listed below. The Director reports directly to the President of SACSCOC.

SPECIFIC DUTIES

The following duties are assigned to this position:

- Reviews materials to support staff memos, and serves as a consultant during the meetings of the Committees on Compliance and Reports.
- Assists traveling staff in the review of institutional audits and management letters submitted as part of applications or institutional reporting.
- In concert with the Director of Legal and Governmental Affairs and Commission Support, maintains the accuracy of SACSCOC policies, procedures, and handbooks in all matters related to institutional finance and the review of institutional finance.
- Revises, as appropriate, and maintains the relevancy of Institutional Profiles dealing with enrollment and finances, and the collection of other management data from institutions.
- Follows-up on profile questions, verifies accuracy of Profile responses, and works with the information systems office to computerize information. Identifies and reports excessive enrollment changes to Commission Support.
- In concert with the traveling staff, selects finance readers for SACSCOC on Compliance and Reports. Conducts formal training of those readers.
- Assists staff in institutional research projects.
- Responds to institutional inquiries regarding financial aspects of accreditation, working with and through staff members assigned to those institutions.

- Recruits and trains financial evaluators to build the evaluator registry, working closely with staff member(s) assigned to training and evaluator registry functions.
- Acts as a liaison to state auditors and other outside reporting entities with regards to accreditation requirements.
- Supports the appeals and arbitration processes through consistent application of financial standards supporting the production and accuracy of legal briefs.
- Maintains active membership with NACUBO and SACUBO, staying current on issues affecting the financial aspects of accreditation.
- Other duties as assigned.

#### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge and understanding of college and university finances, both public and private; proficiency in working in the Microsoft Office Suite environment; ability to relate well to all constituencies of SACSCOC and staff; ability to plan, coordinate, and implement major projects and to work independently; creative in providing additional possibilities for institutional data use; strong communication skills in both one-on-one and group situations; and excellent analytical skills.

#### MINIMUM EDUCATION AND EXPERIENCE

A bachelor's degree in a relevant field from an institution of higher education accredited by a USDE recognized accreditor is required; Master's degree preferred. Extensive experience working with financial data and financial data integrity. A minimum of three years successful experience working as a finance officer at a college or university, a CPA and experience with the accreditation process is also preferred.

FLSA Status: Exempt

Terms of Employment: Full-Time

1/2025