



Accrediting Commission of Career Schools and Colleges

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[www.accsc.org](http://www.accsc.org)

## **POSITION ANNOUNCEMENT**

### **ACCSC Financial Review and Institutional Development Analyst**

#### **Position Description:**

The Financial Review and Institutional Development Analyst, an exempt position, is responsible for the following:

- Review of financial statements for ACCSC-accredited institutions, assists the Financial Review Analyst with the ACCSC Financial Review Committee, and drafts correspondence relating to financial matters and financially-related agency notices. The Financial Review and Institutional Development Analyst will review the audited financial statements of member schools and, utilizing appropriate formulas and calculations, evaluate the financial stability of an educational institution, including identification of the prime indicators of potential institutional distress.
- The Financial Review and Institutional Development Analyst is expected to work independently and as a member of a high-functioning team, demonstrate an ability to conduct multiple tasks in an organized and efficient manner, and demonstrate a high level of professionalism, sound judgment, and organizational skills.

#### **Major Responsibilities - Financial Review:**

- Conduct a review and analysis of financial statements for institutions seeking initial accreditation, and identify material deficits and weakness that could lead to concerns regarding a school's ability to operate at the level required by accrediting standards.
- Conduct a review and analysis of annual submissions of year-end financial statements, financial reports, and any other analysis required to evaluate an institution's financial soundness.
- Run weekly reports to maintain and update the financial information in the ACCSC College 360 Database and analysis tracker.
- Manage data relative to tracking school action letters, financial agency notices, and school responses.
- Provide necessary follow-up for additional information to complete review.
- Provide support to staff as needed regarding financial review, school statuses, and financial data.
- Track delinquent submissions of financial statements and/or fees.
- Send delinquent submission of financial statements and/or fees notices by email to schools for those schools that the financial and/or fees have not been received by the due date.
- Communicate and coordinate with Financial Review Analyst regarding invoice processing for late fees.
- Meet established and agreed upon deadlines.
- Demonstrate the ability to work with confidential material in a collegial manner.

**Primary Responsibilities in Support of the Financial Review Committee:**

- Assemble files for the Commission's Financial Review Committee and participate in Financial Review Committee meetings.
- Articulate in clear and concise terms any action taken by ACCSC with regard to an institution's financial position.

Additional Responsibilities for Institutional Development may be assigned including review and processing of substantive and non-substantive reports, assist with the maintenance of tracking systems to ensure all institutional review and development activities, and communicate with member institutions at all levels via electronic and written forms of correspondence with respect to inquiries in other areas as needed.

**Qualification Guidelines:**

- Bachelor's degree;
- 2 or more years of experience in accounting and/or financial analysis;
- Strong communication, word processing, and database skills;
- Spanish speaking skills desirable;
- Work well under tight deadlines;
- Ability to work well independently and as part of a team;
- Some travel may be required.

**Interested candidates should submit a letter of interest, resume and salary requirements to [hr@accsc.org](mailto:hr@accsc.org).**