Saint Michael's College
Job Description

Job Title: Associate Director of Finance – Budget Management & Managerial Accounting

Department: Finance

Supervisor or Manager: Director of Finance

Date Created: June 14, 2007  Last Revised: June 14, 2007  FLSA Status: E

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
• Finance Office is running smoothly and efficiently.
• Staff members in the areas of budget management & forecasting, cost-accounting analysis and managerial reporting are well informed and performing their work efficiently and effectively.

Essential Duties and Responsibilities:
• Leads finance office staff member in the areas of budget management & forecasting, cost-accounting analyses and managerial reporting.
• Coordinates and assists Director with all MIS functions for the department.
• Fulfills selected general ledger accounting roles and performs special accounting & finance-related projects.
• Coordinates GLBA and other compliance efforts managed by the finance department.
• Assists Director and VP with annual financial planning process
• Assists in preparation of annual budget; responsible for detail budget compilation & posting
• Coordinates ongoing budget monitoring efforts, including forecasting & variance analysis
• Performs cost-accounting analyses for various functional units of the College.
• Assists with managerial reporting functions and prepares customized departmental/functional area reports.
• Prepares and/or reviews general ledger reconciliations; assists with periodic financial statements for trustees meetings and year-end audit preparations.
• Performs Datatel queries and prepares other detailed analyses to support cost-accounting and managerial reporting
• Coordinates and assists with finance-related MIS functions (Hyperion Essbase and related products, Microsoft Forecaster and Datatel/ Web Budget).
• Serves as resource for department and campus leaders re: budget management (questions, transfers, etc.)

Secondary Responsibilities:
• Performs special projects as-needed

Positions Supervised:
• Has no direct supervisory responsibilities but may participate in evaluating the performance of other staff, providing advice to a supervisor or manager.

• Accounting department staff are supervised on a daily basis by the Associate Director for Operations & Financial Reporting, however, all staff members may take direction from either Associate Director.
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Major Contacts:

- **Internal** - Finance/business office personnel (director, accounting manager, staff accountants); Financial Aid/Student financial services personnel; Student Life/Housing personnel; SIS personnel; Registrar; IT; and various other department personnel on as-needed basis

- **External** - contact to the degree incumbent would interact with others in similar positions at other colleges or universities for professional networking purposes.

Demonstrates Excellence:

- Applies strong background in accounting, including analytical and problem-solving skills, as well as a strong working knowledge of various computer systems in order to effectively verify integrity of amounts and perform research & analysis.

- Clearly and effectively communicates and interacts with others, analyzes situations and proactively resolves work related issues on an ongoing basis.

- Applies superior analytic skills to supervise work flow, manage processes, identify inefficiencies and make necessary process improvements and enhancements beyond routine fixes.

Education and Work Experience:

- Advanced degree or equivalent combination of education and experience preferably in the area of business and/or accounting or related field; Master’s degree and CMA/CPA

- Experience in finance and/or accounting; particularly in managerial reporting and budgeting

- Experience with federal regulations, especially concerning information security

- Experience in a variety of computer systems, including some database administration

- Experience with process improvement

- Experience in supervision and review

- Experience in college environment preferred

Analytic Skills:

The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

Language and Literacy Skills:

Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

Computer/Technology Skills Required:

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**Licenses, Certifications and Other Requirements:**

CPA License or CMA certification strongly desired

**Physical Demands:**
- Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**

Knowledge of privacy laws, especially Gramm Leach Bliley and related state & federal regulations in the areas of finance and accounting.

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.