BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Executive Director of Finance

DEPARTMENT: Finance

FUNCTION: Directs, plans, implements, and evaluates all aspects of budgeting, financial reporting, and auditing for the College. Liaises with external governing bodies on the behalf of the College. Coordinates the planning, development, and implementation of innovative approaches to fiscal management.

REPORTS TO: President

SUPERVISES: Manages the following direct reports and oversees the employee population of their respective organizations: Payroll Manager, Manager, Accounting, Manager, Accounts Payable; Managing Director Financial Administration; Managing Director of Financial Operations and Student Assistance; and an Administrative Assistant.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Oversees 29 staff members comprised in the Accounting, Bursar, Printing Services, Purchasing, Accounts Payable, and Payroll departments.
2. Provides leadership for budget and financial reporting processes and audits for the College.
3. Coordinates the planning, development, and implementation of innovative approaches to fiscal management.
4. Prepares edits, manages, and reconciles budgets for all programs supervised; provides for the internal allocation and regulation of funds through requisitions and internal adjustment; and writes reconciliation procedures.
5. Prepares documentation for budget hearings and Board of School Estimates.
7. Participates in policy development in matters of fiscal management and business operations in conformity with Generally Accepted Accounting Principles (GAAP).
8. Prepares annual financial reports for audit and public distribution.
9. Develops, administers and directs all financial systems including budget and accounting and reporting systems, ensuring adequate recording and reporting of College transactions; identifies and recommends system improvements and coordinates with IT staff to ensure the integrity of all systems and processes.
10. Manages and coordinates annual external and internal audit activities and works closely with internal and external auditors in relation to all audit matters.
11. Records bond issue transactions, ensures compliance with bond indenture, and reports annual bond statistics to external governing bodies.

12. Oversees banking and investing activities as authorized banking officer for the College.

13. Administrator of insurance contracts and policies

14. Authorizes contract agreements and services on behalf of the College.

15. Oversees inventory process and fixed assets.

16. Prepares annual reports based on statistical and financial information as required by Federal and State Agencies.

17. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.

18. Acts as performance manager for all direct reports include managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and contracts. Responsible for all related employment actions including hiring, firing, developing and promoting employees.

19. Liaison for the college for overseeing cafeteria vendor and bookstore operations.

20. Performs additional tasks or duties as assigned by the President or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possesses knowledge of contemporary issues in higher education. Has intermediate proficiency in the use of the Microsoft Office suite, especially Excel, and demonstrated proficiency in standard office software applications, automated financial systems (Datatel and ADP), and administrative software applications. In addition, has solid knowledge of:

- Fund accounting principles
- Budget-related administrative assignments and budget management
- Generally Accepted Accounting Principles (GAAP)
- Management practices within a complex budgetary environment

And exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
• Building Relationships
• Organizing
• Planning

**Education:** Master’s Degree and a Certified Public Accounting certificate required

**Experience:** Must have a minimum of 8 years of experience; public accounting experience highly preferred. Additional experience should include working with:
• Enterprise Resource Planning (ERP) systems experience such as Datatel
• Outsourced payroll systems such as ADP
• Audit and Fund Accounting in a public sector business and/or higher education
• Government accounting standards as set by the Government Accounting Standards Board (GASB)
• Annual Financial Reporting audit processes
• Federal and State reporting requirements

* Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Supervisor: ______________________ Date: ____________
Name/Title

Staff member: ______________________ Date: ____________
Name/Title

Reviewed by: ______________________ Date: ____________
Human Resources

Board Approval: ______________________ Date: ____________
Board Member

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**