BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Managing Director of Financial Operations and Student Assistance

DEPARTMENT: Finance

FUNCTION: Directs and manages daily financial operations in the Bursar Office. Oversees cash management and investment and prepares year end accounting schedules for external audit review.

REPORTS TO: Executive Director of Finance

SUPERVISES: Senior Financial Accountant-Bursar, Senior Accounting Assistant, and Accounting Assistants

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Directs the functions of the office of the Bursar and provides day to day management, ensuring the accuracy of all data and effective and efficient operations.
2. Invests all excess funds from operations to maximize investment income according to Board policy and guidelines. Provides month-end investment reports.
3. Oversees all internal procedures and controls; on an ongoing basis streamlines processes and increases the efficiency of the Accounting System internal controls.
4. 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.
5. Acts as performance manager for all direct reports including 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 unit collective bargaining agreements.
6. Subject to senior management review and final board approval, has the responsibility, power, and authority to hire, fire, discipline, and promote employees.
7. Performs additional tasks or duties as assigned by the Executive Director of Finance or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft
Office suite. Exhibits strong skills in:
- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

**Experience:** Minimum of 5 years of experience in financial/business operations, including financial aid and collections, in an educational or public sector setting; demonstrated progressive supervisory experience.

**Education:** Bachelor’s and Master’s Degree in business, finance, economics or related field.

*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 Approval

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