BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Managing Director, Financial Administration

DEPARTMENT: Finance

FUNCTION: Oversees the Purchasing Department, Copy Center, and Budget Processes. Performs daily budget adjustments, financial reporting and analysis; researches, analyzes and explains variances and resolves related inquiries. Prepares periodic management reporting of financial results. Executes statistical analysis of cash flow and budgets; monitors and evaluates budgets and cash flow for appropriateness to ensure fiscal solvency and accountability. Creates budget reports of spending, position control and analysis. Ensures purchasing guidelines and regulations are adhered to, and accountability is in accordance to College policies and GASB.

REPORTS TO: Executive Director of Finance

SUPERVISES: Purchasing Department, Copy Center, and Central Supply Room Personnel

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Works with the Purchasing Director in the development, implementation, and evaluation of policies, processes and procedures for procurement of equipment, supplies and services.
2. Prepares departmental budget recommendations in conjunction with Purchasing Director.
3. Coordinates departmental preparation of board resolutions.
4. In coordination with Purchasing Director, evaluates, develops, and promotes training of staff members.
5. Performs daily budget entries, accounting, financial reporting and analysis; researches, analyzes and explains variances and resolves related inquiries.
6. Produces periodic management reporting of financial results.
8. Prepares and analyze comprehensive purchasing reports.
9. Oversees the management of the centralized vendor database.
10. Prepares position control and analysis reports
11. Prepares journal entries; audits and posts proposed entries and maintains chart of accounts.
12. Performs complex budgetary reporting for internal office departments and programs.
13. Prepares, reviews and completes month-end, quarter-end and year-end closing process and documents; monitors accounts receivable and accounts payable; reviews financial reports on a periodic basis and verifies accuracy and fiscal solvency.
14. Coordinates the development of budgets and new budget coding; provides information and assists staff and administrators in budget preparation, implementation, and control.
15. Prepares balances, compiles and enters budget data.
16. Executes statistical analysis of cash flow and budgets; monitors and evaluates budgets and cash flow for appropriateness to ensure fiscal solvency and accountability.
17. Furnishes complex financial reports as mandated by the administration, New Jersey Department of Education, and other agencies.
18. Formulates and monitors timelines to meet strict deadlines in reporting regulations.
19. Supervises the operation of the Copy Center.
20. Controls (ordering, inventory, and distribution) of the Central Supply Room.
21. 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. Requires management and supervisory practices, knowledge of generally accepted accounting principles and procedures in governmental agencies; Standardized Account Code Structure (SACS); use and application of online payroll/accounting systems; standard software applications related to financial applications; advanced accounting theory; principles and techniques of budget preparation, administration, statistical methods, technical writing, and related record keeping. Has intermediate proficiency in the use of the Microsoft Office suite with advanced capabilities in Excel. Communicates effectively oral and writing; establish cooperative working relationships in the course of performing assigned duties. Exhibits strong skills in organization, planning, and customer service. Experience with Ellucian Colleague, preferred.

Education: Bachelor’s Degree in Accounting, Finance, or related field, and/or Master’s Degree.

Experience: Minimum of 7 years of related experience; background with institution of higher education a strong plus
THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE