

Job Vacancy Notice

Job Title: Associate Director (Finance Manager) - Business Office

Job ID: 18493

Location: Hostos Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

Reporting to the Executive Director of Business and Finance at Hostos Community College, the Associate Director is responsible for managing the day-to-day operations of the Business Office. The Associate Director works closely with the Executive Director in the development and implementation of business-related policies and guidelines pertaining to student receivables and financial aid. S/He will perform highly specialized accounting work to accurately record revenues, expenditures, assets, and liabilities as well as coordinate audits. S/He is also responsible for the accounting activities of Non-Tax Levy Related Entities.

Additional duties include:

- Performs ongoing financial analyses and modeling; prepares financial, administrative, departmental, and operational reports and presentations.
- Oversees preparation of year-end financial reports for external auditors and other agencies.
- Develops and implements improvements to processes and procedures that will enhance efficiency and customer service as well as eliminate redundancies related to disbursement processing as well as monitor suitable internal regulations; institutes appropriate financial controls for grant activities of Research Foundations.
- Reviews and resolves cash management related issues; liaises with bank representatives; and examines bank reconciliation and financial statements.
- Analyses revenues and expenses to ensure they are recorded appropriately in accordance with GAAP.
- Develops relationships with key managers by providing value added guidance to assist with financial reporting.
- Monitors the City's and the College's financial systems and processes appropriate entries to keep the systems synchronized.
- Assists with preparing tax returns, IRS forms, and other financial

filings.

- . Manages administrative and professional staff as needed.
- . Acts in absence of Executive Director.

QUALIFICATIONS

Bachelor's Degree and six years' related experience required.

The following qualifications are preferred:

- . CPA
- . Bachelor's degree in Accounting or related area and six years' accounting and/or finance experience
- . Managerial experience in a higher education environment
- . Experience in fund account, particularly non-profit experience
- . Strong understanding of accounting theory and Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards (GASB); familiarity with Higher Education Services Corporation (HESC) certification directives and guidelines
- . Ability to develop and establish financial policies and procedures
- . Ability to work independently, with little supervision, and as part of a team
- . Excellent communication, organizational and analytical skills; proficiency with MS Word, Excel, and Outlook
- . Ability to manage multiple projects simultaneously
- . Availability to work evening and weekend hours

CUNY TITLE OVERVIEW

Manages the financial activities of a College or major program.

- . Advises management regarding funding appropriateness and proposes fiscal solutions to resolve academic and/or administrative issues
- . Develops and recommends policies and controls to assure the responsible use of resources
- . Supports strategic planning processes; assesses outcomes and makes recommendations regarding resource allocations
- . Prepares and manages production of statistical/analytical reports pertinent to financial and operational activities
- . Assists in developing budgeting policies and procedures, and interprets University-wide policy
- . Liaisons with auditors and other internal and external agencies as necessary
- . May negotiate contracts
- . May hire, supervise and train finance and/or clerical staff and manage

related administrative functions
Performs related duties as assigned.

Job Title Name: Finance Manager

CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

\$81,855 - \$94,248; commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigate to the following links: "Employment" and "Search Job Postings"

Please attach resume, cover letter, and three professional references.

CLOSING DATE

Open until filled - Search reopened

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.
