Job Title: Finance Budget Director

Job ID: 14647

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island of the City University of New York is seeking a Finance Budget Director to administer the College’s annual operating budget and related budgetary matters. Reporting to the Assistant Vice President for Finance & Budget, and with latitude to exercise independent judgment, the Finance Budget Director will administer tax levy budgetary operations and assist in overseeing the day-to-day finance and business affairs of the College.

This position necessitates a collaborative, service-oriented individual with strong organizational skills able to multi-task in an environment characterized by deadlines and changing priorities. Specific responsibilities include, but are not limited to the following:

- Directs and guides the development of the annual budget process and multi-year financial plan in support of the College’s Strategic vision.
- Assists in preparation of revenue projections and budgetary analyses to facilitate decision-making on resource allocation strategies; develops spending plans for effective monitoring of college spending.
- Manages and monitors the current year budget, oversees forecast verses actual spending variance analysis and reconciles monthly expenses. Analyze financial performance compared to college approved budgets. Monitors expenses to ensure compliance with City, State and university regulations.
- Oversees the timely reconciliation of various University and college legacy systems to ensure accuracy and reliability of financial data.
- Prepares and disseminates monthly, quarterly, and year-to-date financial reports, as required; manages the monthly, mid-year and fiscal year-end close and reconciliation processes.
- Manages the analysis and interpretation of financial initiatives and aids in the development of business operations plans; forecasts critical milestones, identifies potential barriers to implementation and evaluates alternate courses of action; balance short-term and long-term strategic objectives to maximize the financial performance of the college.
- Assists in the development of College policies and procedures consistent with best practices to maximize expense management and revenue objectives.
- Evaluate, develop and implement college-wide internal financial controls. Investigate opportunities for continuous improvements and streamlining of business processes.
- Provide functional direction and assistance to the College's faculty and staff so that they have access to necessary financial data required to make the appropriate decisions for all budget needs. Facilitate knowledge, understanding, and utilization of fiscal tools in the budget management of the school, including the use of CUNYfirst and various College legacy systems.
- Act as a liaison both internally and externally with University Central Office, City, State and Federal agencies in compliance with mandated policies and procedures related to fiscal and budget matters.
- Hire, mentor and supervise staff on daily activities of the Budget Office; evaluate, develop and implement workforce development initiatives to ensure continuous improvement in staff skills consistent with performance expectations.
QUALIFICATIONS

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

Preferred qualifications:
- Bachelor's degree in Economics, Accounting, Finance or closely related field preferred;
- Experience in Higher Education highly desired;
- Five (5) years of supervisory experience, preferably in Budgeting and Planning;
- Familiarity and prior experience working with PeopleSoft ERP systems, i.e. State Financial System, CUNYfirst;
- Strong communication and writing skills.

CUNY TITLE OVERVIEW

Directs the budgeting function of a College or major program as well as related accounting operations.

- Formulates, prepares and oversees financial plans and budgeting processes
- Manages all financial reporting and compliance activities, including preparation of financial statements, statistical reports, and funding determinations
- Liaisons with internal and external financial auditors as well as various College, University and governmental representatives
- Oversees analytical reporting and provides strategic financial guidance to support decisions regarding resource allocations and operational planning
- Manages professional staff responsible for budget projections, allocations and transactions
- Performs related duties as assigned.

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CUNY TITLE

Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary 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

To apply, please go to www.cuny.edu; select "Employment", "Search Job Listings," "More Options to Search for CUNY Jobs," then enter the Job ID# in the "Job Opening ID" field. Cover letter, resume, and additional supporting documents for candidacy must be submitted as one file.
CLOSING DATE

April 27, 2016

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.