

## MANAGER - FINANCIAL ANALYSIS WCC

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director-Fiscal Operations, an incumbent of this position performs complex financial analysis functions for Westchester Community College. Responsibilities involve providing monthly reports to the Board of Trustees detailing items such as vacancy control, capital project management, major contracts, union agreements, enrollment figures, tuition rates, personnel and fringe benefits, etc. The incumbent uses complex financial models with multiple variables in order to perform the aforementioned tasks and to project and track costs to enable the Board of Trustees and the President of the College to have current, detailed information for cash flow and cash management functions. The incumbent provides leadership and consultation to other professionals at the College involved in key fiscal areas. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Directs and performs detailed analyses of the College's fiscal records, and prepares reports and statistical data including forecasting revenue surpluses and shortfalls, line items of selected off-campus programs, cash flow reports, and reports detailing the fiscal status of capital and non-recurring projects for submission to the Board of Trustees;

Uses complex financial models with multiple variables to gather information from a variety of management databases to perform detailed financial analysis;

Works with other financial personnel as well as academic administrators, as needed, in the preparation of the annual budget by providing detailed statistical information on selected line items as assigned;

Consults with College administrators to assess potential program budget surpluses and revenue shortfalls, and prepares reports detailing the impact on the College's fiscal operations;

Prepares annual budget and year-end reports and customized supporting schedules in accordance with current National Association of College and University Business Officers and State University of New York guidelines;

Prepares customized supporting schedules for independent auditors in accordance with current audit guidelines;

Researches and develops analyses of the short and long range economic impact of various programs and projects as assigned;

Develops financial models in a complex automated systems environment to facilitate the gathering of information; trains others in the manipulation and reporting of data from these systems and serves as an expert in developing automated financial programs to best serve the needs of the department;

Maintains historical files to project fiscal trends and to perform analysis as needed;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Develops and maintains a current database of personnel relevant to salaries and fringe benefits; reviews payroll codes to detect errors in order to make necessary adjustments in monthly financial forecasts;

Prepares detailed financial and statistical information to be included in surveys including Integrated Post-Secondary Education Data System, National Association of College and University Business Officers, etc.;

Develops and updates the fiscal summation of capital projects to expedite the processing of claims for submission;

Prepares daily cash flow for investment analysis;

Develops schedules for year-end reserves pertaining to salaries, benefits, selected line items in the operating budget, and line items in selected off-campus programs;

Provides consultation and leadership in various areas of fiscal analysis to facilitate cash flow and cash management activities;

Uses computer applications and other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and techniques of financial analysis including financial ratios, discounted cash flow, financial modeling, depreciation guidelines, risk and variance analysis; thorough knowledge of the financial alternatives available to the public sector with emphasis on the expanded reporting requirements of public entities, specifically community colleges; thorough knowledge of financial systems designs, techniques and software; good knowledge of the cost allocation procedures for grants and contracts as stipulated by federal and state governments; ability to compile and organize complex financial statistics and critical factors to draw conclusions essential to developing procedural alternatives and formulating realistic recommendations; ability to communicate effectively, both orally and in writing; ability to understand and follow complex oral and/or written instructions; ability to establish and maintain effective working relationships; ability to read, understand and communicate in English sufficiently to perform the essential functions of the position; ability to use automated systems such as spreadsheets, word processing, email, calendar and database software; integrity; resourcefulness; initiative; sound professional judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree\* in Finance, Business Administration, Economics or a closely related field, including satisfactory completion of 24 credits in Accounting and seven years of experience involving financial analysis, planning or forecasting, two years of which must have involved working in a complex automated financial systems environment; or (b) a Master's Degree\* in one of the aforementioned fields, including satisfactory completion of 24 credits in Accounting and five years of experience as described in (a), two years of which must have involved working in a complex automated financial systems environment; or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.