

MANAGER-FISCAL OPERATIONS WCC

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Vice President and Dean of Administrative Services and/or the Director-Fiscal Operations for Westchester Community College, an incumbent of this class participates and assists in the direction, coordination and implementation of short and long range fiscal policies, programs and procedures in an assigned area of the management of fiscal operations of Westchester Community College. Supervision is exercised over numerous professional and technical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Manages and coordinates assigned areas of fiscal operation of the Community College such as, Payroll; Accounts Payable; Budget; General Accounting; Revenue Accounting, etc. by supervising, planning and implementing financial policy and procedure;

Ensures that methods used in accounting, budgeting, auditing and analysis are consistent with College policies and procedures and in compliance with regulatory standards;

Establishes, modifies and/or maintains financial management information systems to ensure effective reporting and cost controls;

Participates in the preparation and submission of the College's Annual Report consistent with regulatory guidelines and procedures;

Assists in establishing new guidelines and procedures to increase efficiency or to ameliorate problem areas;

Keeps abreast of any changes in standards within defined areas such as accounting, budgeting, auditing and analysis to convey information and procedural changes to subordinates;

Supervises and/or participates in preparing financial and statistical statements which include revenue and expense reports, operational status reports, cash flow management and cost control procedures;

Evaluates financial and statistical reports to plan for short and long term operational needs;

Manages and/or prepares the departmental budget by coordinating the compilation and reporting of data; evaluating data to forecast for future needs such as equipment, space and personnel, and by recommending alternative methods of operation to decrease expenditures in response to budgetary controls;

Maintains effective liaison with Budget staff to effectively monitor expenditures, to discuss the release of funds as needed, and in preparing the annual budget;

Provides essential information regarding financial policies and procedures to departmental managers and personnel to maintain consistency in relation to the overall operations of the College;

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

Coordinates and/or assembles statistical data in areas of operation that provide services eligible for reimbursement;

Directs and/or prepares various cost reimbursement and statistical reports required by governmental and third party agencies which form the basis for reimbursement rate determinations;

Prepares detailed reimbursement forms requiring the use of complex reimbursement formulas for submission to applicable agencies;

Develops and maintains standard auditing mechanisms to reduce errors and to ensure accuracy and consistency of financial data;

Initiates audits of various departmental/divisional operations to ensure that reporting and auditing mechanisms are effective, or in response to problems revealed as part of ongoing financial and statistical reporting;

Evaluates findings to address issues of concern; resolves problems in procedure to greater enhance auditing mechanisms;

Acts as departmental representative on all matters pertaining to fiscal operations, as assigned;

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern accounting and auditing theory and practice; thorough knowledge of financial accounting, cost accounting, and budgetary procedures; thorough knowledge of financial management information systems and controls; thorough knowledge of office procedures and practices; working knowledge of applicable Federal, State and local laws and regulations; ability to plan and direct the work of a substantial number of employees; ability to organize and initiate accounting systems for new programs; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to use computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; discretion; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* in Accounting, Business Administration, Finance, Economics or a closely related field, including satisfactory completion of 12 credits in Accounting, and six years of experience in financial operations, three years of which must have been in a supervisory capacity; or (b) a Master's Degree* in one of the aforementioned fields, including satisfactory completion of 12 credits in Accounting, and five years of experience as defined in (a), three years of which must have been in a supervisory capacity; or (c) a satisfactory 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.