

THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

AUTHORIZING RESOLUTION

concerning

ALTERATION IN DUTIES

for

DIRECTOR OF FISCAL AFFAIRS/ADMINISTRATOR VI

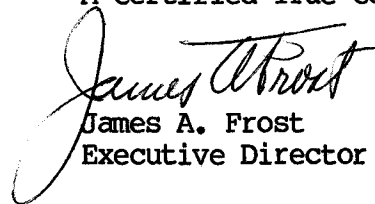
at

EASTERN CONNECTICUT STATE UNIVERSITY

September 1, 1983

RESOLVED, That the duties for the position, Director of Fiscal Affairs/Administrator VI, at Eastern Connecticut State University be adjusted effective September 1, 1983, in accordance with all provisions and expectations as set forth in the proposal dated August 11, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

Addendum to BR#

EASTERN CONNECTICUT STATE UNIVERSITY
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Director of Fiscal Affairs/Administrator 6

FUND: General

POSITION TYPE: PERMANENT XX TEMPORARY _____
FULL-TIME XX PART-TIME _____EFFECTIVE DATE: 9/1/83 BARGAINING UNIT SCOAFCOST: \$1,500.00

PROPOSAL: To increase the responsibilities of the incumbent to include more comprehensive budgetary functions including development of an accounting/budgeting system for all University funds to meet information reporting requirements of internal and external agencies.

SUMMARY: See proposed job description

DATE: 8/11/83BY: Michael Penna
For Charles R. Webb, President

MP/emb

UNIVERSITY OF CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

POSITION TITLE: DIRECTOR OF FISCAL AFFAIRS

ADMINISTRATIVE RANK: VI

POSITION SUMMARY

The incumbent reports directly to the Vice-President for Administrative Affairs and has direct supervision over the following fiscal and logistical operations: accounting, payroll, student bank, purchasing, accounts payable, contract processing, warehousing, copy center and mail room, shipping and receiving, inventory and telecommunications. The Director also plays a major role in (1) the development, preparation and execution of budgets for all funds (e.g., General, Special, Federal) administered by the University; (2) the recommendation of fee increase or fee initiation proposals; and (3) the fiscal monitoring and analysis of University "cost centers".

POSITION RESPONSIBILITIES

General Administration

1. Directly supervises the following accounting/business service functions to ensure that effective and efficient service is provided within appropriate State procedures and regulations: accounting, payroll, student bank, purchasing, and accounts payable.
2. Oversees the supervision of the following logistical support operations to ensure that effective and efficient service is provided at all times: copy center and mailroom, warehousing, shipping and receiving, inventory, and telecommunications.
3. Coordinates the billing of outside agencies for facilities usage service rendered to such groups.

Budget and Finance

1. Compiles data and prepares budget requests pertaining to the operations supported by all institutional funds (e.g., General, Educational Extension, Auxiliary Services).
2. Prepares requests for Allotment of Appropriations (B-1) for General Fund, Educational Extension Fund, Auxiliary Services Fund, and applicable Federal grant monies.
3. Compiles data and prepares reports, studies and analyses as required by outside agencies, e.g., Central Office, Office of Policy and Management, State Comptroller, and Federal grant offices.
4. Supervise the collection of delinquent accounts owed the University by former and current students. This responsibility encompasses (a) the identification and appropriate documentation of delinquent accounts; (b) liaison with the contract collection service; (c) maintenance of records to reflect payments made and actions taken and (d) supervision of clerical and student workers. This responsibility will be eliminated upon automation of this function.

5. Develops and administers an accounting/budgeting system for all funds which fulfills information requirements of both external agencies and University departments. Such system to provide University departments with monthly reports detailing the financial condition of their respective budget allocation or cost center.
6. Compiles data and prepares fee increase or fee initiation recommendations for all programs operated under University "enterprise" funds.
7. Compiles data and assists the Vice-President in the coordination of submitted detailed budgets and preparation of detailed budgets for all University "cost centers", e.g., food service, housing, student center for review by external offices or agencies. Provides appropriate reporting support with regard to the financial condition of such centers.
8. Reviews (1) State accounting/budgetary procedures and regulations and (2) State Auditor recommendations and reports to ensure that the University's financial operations are in compliance with such procedures and recommendations.

OTHER

1. Advises the Vice-President and other administrators on the financial condition of institutional funds and accounts.
2. Performs other duties which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Six years of experience in fiscal affairs administration, including resource allocation and staff supervision. A bachelor's degree is required; a master's degree is preferred.

These qualifications may be waived for individuals with appropriate alternate experience.

Michael R. L. 8/1/83
Signature Date
for the University

Betty R. Tipton Aug 5, 1983
Signature Date
for AFSCME

MP/emb
8/1/83

A. J. T. 8/11/83