



Connecticut State Community College
Job Description
Associate Director of Finance and Administrative Services

Salary Level:
CCP 18 (Subject to Willis)

Date Approved/Revised:
1/14/22

Position Purpose

The Associate Director is responsible for a wide range of accounting, finance and administrative services at a Community College. These services include several functional areas as assigned:

- General accounting management,
- Capital planning,
- Grant accounting,
- Travel and Professional Development,
- Accounts Receivable and Billing,
- Procurement and Accounts Payable,
- Fixed Assets management
- Other areas and/or duties as assigned

Supervisory and Other Relationships

The Associate Director reports to a Director, Associate Dean or other Administrator. The position may supervise, evaluate, and provide guidance and coaching to professional and support staff.

The position is required to have collaborative relationships with administrators, faculty and staff of the College, and maintains contacts with state and external agencies involved with specific grants and members of the business and government communities. The incumbent is expected to represent the department and the College in a positive manner.

Major Accountabilities

The Associate Director is accountable for the management of the College's financial and physical resources through effective performance in these essential functional areas:

- Strategic planning;
- Management of financial resources;
- Management of physical resources;
- Management of administrative services;

Examples of Duties

The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

A. *Strategic Planning:* The Associate Director works with the Director of Finance and Administrative Services to develop long range plans and strategies for the development and use of the College's physical and financial resources. This accountability includes such essential tasks as: (as assigned)

1. Researching the College's physical plant needs one to five years in advance;
2. Working with members of the College community to develop fiscally sound annual and long-range capital budgets;
3. Providing costs associated with the purchase of capital assets;

4. Providing financial information and projections related to grants;
5. Providing advice and recommendations to college administrators on capital purchases.

B. Management of Financial Resources: The Associate Director works with the Director of Finance and Administrative Services to ensure the accurate, timely and effective recording, accounting, reporting and preservation of the College's financial resources. This accountability includes such essential tasks as: (as assigned)

1. Managing the College's capital budgets, analyzing expenditures and assuring that they comply with budgetary constraints;
2. Managing the College's fixed asset accounting system;
3. Managing the College's Accounts Receivable and Billing system to ensure that students and third parties are billed accurately and timely;
4. Managing the grants' budgets;
5. Oversee the College's bond funds;
6. Administering and supervising the operation of the Business Office including management of all accounting systems and preparation of reports and special accounting reports on all programs including grants and contracts;
7. Creating and maintaining various financial data spreadsheets for tracking, recording, analyzing, and reporting purposes;
8. Preparing specialized statements required by federal and state agencies.

C. Management of physical resources: The Associate Director works with the Director of Finance and Administrative Services to ensure the accurate, timely and effective recording, accounting, reporting and preservation of the College's physical resources. This accountability includes such essential tasks as: (as assigned)

1. Managing and supervising the annual physical inventory;
2. Reviewing inventory files and addressing discrepancies in a timely manner;
3. Maintaining accurate fixed asset records, which include identifying and tagging of fixed assets and deletion of surplus inventory.

D. Management of Administrative Services: The Associate Director works with the Director of Finance and Administrative Services and is accountable for managing a comprehensive program of services to facilitate the operation of the College for its students, faculty and staff. This accountability includes such essential tasks as: (as assigned)

1. Working collaboratively with division directors and members of the College community to ensure adherence to the state's records retention policy;
2. Ensuring that the College complies with state and Board of Regents System policies and procedures;
3. Ensuring that the College complies with internal and state guidelines for travel and professional development;
4. Providing information for the internal, external, and state auditors, as needed;
5. Serving as the Banner Self-Service coordinator and trainer for College staff.

Professional Participation and Development

In addition to the accountabilities listed above, the position is required to carry out the essential duties of:

- Service on assigned committees and task forces;
- Attendance and participation at convocation and commencement ceremonies;
- Attendance and participation at committee, staff, informational and professional meetings.

These may involve attendance at evening or weekend events, within contractual limits.

The incumbent is required to maintain currency in the position's required fields of professional expertise and competencies including required computer skills. The incumbent is required to maintain complete confidentiality of student records and other information of a confidential nature.

Qualifications

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong Information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.) Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Knowledge of the Banner financial accounting system;
- Fixed asset management;
- Business Office operation including procurement and Accounts Payable;
- Grant accounting;
- Cashier's/Bursar's Office and accounts receivable functions;
- State travel and professional development guidelines;
- Strong information technology literacy skills, including Microsoft excel;
- Supervision of human resources.

These skills and abilities typically are acquired through a combination of education, training and experience in which would include a Master's degree in business, accounting, finance or a related area and a minimum of one year of experience in a Fiscal or Business Office and up to two years of supervisory experience. Experience in computer operations; extensive knowledge of the Banner financial accounting systems; experience working with and accounting for complex grants; and experience with fixed assets procurement and management is essential. Experience working with state agencies and other external organizations in contract and grant compliance is highly desirable.

Work Environment

Incumbents typically perform their work in offices. The work does not normally involve any significant physical effort but does involve walking to various campus facilities. Incumbents may travel to public sites for meetings and may travel to regional or central meetings and conferences. Reasonable accommodation will be made for incumbents and candidates with physical limitations.