

Coord, Academic Affairs

Job Code 50025714

General Description

Responsible for overseeing the financial processes and daily budget and accounting functions for an academic unit.

Examples of Duties

Provide support for all budget related decisions by assessing expenses/revenue and developing forecasts from one fiscal year to the next.

Develop three and five-year budget forecasts in order to develop strategic budget plans.

Assist in strategic planning.

Monitor all budgets, track all expenditures, and perform accounting functions to ensure the proper recording of each account.

Prepare and generate all fiscal year budgets.

Develop monthly, quarterly, and year-end budget and financial reports.

Audit and reconcile all accounts and makes all budget fund transfers.

Audit and reconcile all p-card purchases.

Develop and implement procedures to ensure timely and accurate reporting of financial information and general data collection.

Provide statistical reports.

Develop budget forecasts.

Develop surveys to measure administrative outcomes and assess quality of programs.

Train departmental staff on PCRs, payment requests, and other accounting and purchasing documents.

Manage contracted services and vendor paperwork.

Assist with strategic planning and related efforts to ensure quality of outcomes and financial solvency.

Perform other duties as required.

Knowledge, Skills and Abilities

Knowledge of: basic accounting and budgeting.

Skill in: Preparing records, files, budgets, reports, establishing rapport with others, prioritizing workload, analyzing budget trends, organization, Microsoft Office suite.

Ability to: Review and interpret policies, reports, perform basic math, explain policies and procedures, negotiate, reconcile accounts, analyze and interpret budget reports, statistical software, solve complex problems, interpret financial data.

Experience and Education

To qualify for the classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements