ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Senior Manager of Finance and Administration

DEPARTMENT: Gabelli School of Business, Lincoln Center

RESPONSIBILITIES:

- Responsible for managing the Gabelli School budget, reporting to the Senior Director of Operations. Works with the school leadership to project revenue and expenses, and supports the Senior Director in creating a budget proposal for each year.
- Promotes department level budget accountability by providing accurate, consistent reporting and training to budget managers.
- Maintains the ledger for Gabelli School, tracks variances between spend and budget, provides accurate, regular reporting to the school’s senior leadership and gives suggested course corrections as needed.
- Supervises the finance and administration staff at Lincoln Center (Martino Hall) and promotes their growth and success.
- Oversees the processing of approved requests for payments for contracts, expense reimbursement requests, credit card statements, check requests, vendor invoices, subscriptions, and other items as directed.
- Processes tax and vendor checklist forms to approve vendors and consultants for payment.
- Tracks and processes approved expenses charged to and deposits to restricted budget accounts.
- Oversees and ensures the proper processing of hiring paperwork for new employees at both campuses, including graduate assistants.
- Generates budget reports as requested by Senior Director of Operations and the Dean.
- Works with Accounts Payable and other university resources as needed to ensure timely payment and to resolve payment issues.
- Oversees the tracking and reconciliation of Touchnet payments for Gabelli School events and activities and assigns the funds received to the appropriate budgets.
- Manages petty cash and implements and reconciles cash advances.

QUALIFICATIONS:

- Bachelor’s Degree required.
- 4 to 6 years of business and/or office-manager experience required.
- Experience in higher education budget management is a plus.
- Proficiency in basic to intermediate accounting bookkeeping and in creating and manipulating Excel spreadsheets.
- Demonstrated ability to keep organized, accurate records, and generate clear, accurate reports.
- Strong customer service orientation, excellent attention to detail, prompt responsiveness to issues, and reliability in maintaining confidentiality.
- Strength in building relationships and managing staff.
- Ability to multi-task and rearrange priorities on short notice.
- Strong interpersonal and communication skills.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME: Beth Moore, Senior Director of Operations
mmoore75@fordham.edu

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