DIRECTOR POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Director, Transaction Services/Assistant Controller

DEPARTMENT: Office of Finance, Rose Hill

POSITION SUMMARY:
The Transaction Services Group (the Group) is one of the most important structural elements to Fordham’s financial infrastructure, focused almost exclusively on the effective execution and continuous improvement of the accounts payable and payroll functions for the entire University. The Director provides oversight and direction over the Group, which includes 11 employees, in the operations of these and other functions, and seeks continuous improvement to the ways in which it services our community. The Director accomplishes this through effective communication, management of personnel, professional development, and performance measurement, all with emphasis on diversity, equity, and inclusion.

RESPONSIBILITIES:
• Ensure accurate and timely payments to employees, students and vendors while maintaining compliance with relevant federal and state laws and regulations, including deadlines
• Ensure compliance with policies and procedures
• Participate in, and encourage, professional development to maintain required knowledge and to learn and apply best practices and tools
• Develop and update performance metrics for payroll and accounts payable
• Participate in initiatives to promote diversity, equity, and inclusion in the team and in financial practices and programs
• Continuously evaluate and improve internal processes and tools, particularly around automation, productivity, and service
• Work closely with Human Resources to ensure that processes that involve both payroll and human resources are simple, efficient, seamless to the end user, and provide for adequate internal controls
• Communicate in professional and clear ways with our community
• Manage the University’s retirement plan audit
• Provide project management support for a wide range of initiatives, including technology implementations
• Approve transactions, including accounting entries
• Prepare and review reconciliations and other forms of analysis on a regular basis
• Perform other tasks as requested

QUALIFICATIONS:
• Bachelor’s Degree in accounting or similar field
• Active CPA license required
• A demonstrated track record of successful team building and management
• Strong technical accounting skills
• Proven problem solver with a track record of effective process improvement
• 5 years of relevant experience in private or public accounting
• Knowledge of payroll compliance and regulations is a plus
• Exhibit strong interpersonal skills, provide collaborative leadership, be adaptable and flexible, and build effective working relationships with constituents both internal and external to the University
• Must have excellent computer skills, including advanced Excel and PowerPoint
• Knowledge of Ellucian Banner, IBM Planning Analytics, Concur, and Chrome River a plus
• Knowledge of retirement plans is a plus

SALARY: Commensurate with experience

FLSA CATEGOR: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: hr@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories