ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Director of Finance and Administration
GSAS and FCRH

DEPARTMENT: Graduate School of Arts and Sciences (GSAS) and Fordham College Rose Hill (FCRH)

POSITION SUMMARY:
The Director of Finance and Administration reports jointly to the Deans of GSAS and FCRH. The Director collaborates closely with the GSAS Assistant Dean for Academic Programs and Support, as well as the Senior Director of Finance and Administration in the Faculty of Arts and Sciences, in support of graduate student financial aid and enrollment issues. The Director also works closely with the Senior Executive Secretary in the FCRH Dean’s Office. The Director is responsible for the overall financial strategy for GSAS and FCRH. Within GSAS, to which the Director will commit 70% of their time, the Director leads the tracking and reporting of GSAS enrollment and tuition revenue, the tuition revenue and scholarship forecasting for the school, and the accurate disbursement of financial aid awards, as well as the timeliness and equitable nature of the award process. Within FCRH, to which the Director will commit the remaining 30% of their time, the Director serves as budget manager for the college, with responsibility for financial management, forecasting, and planning.

RESPONSIBILITIES:

Graduate School of Arts and Sciences
• Supervises the GSAS operating budget, annual fund, and numerous designated and restricted funds.
• Tracks and reports on GSAS’s enrollment and tuition revenue from more than 40 doctoral, master’s, and advanced certificate degree programs.
• Forecasts and tracks new programs and initiatives, as well as participates in the development of their budgets and financial models.
• Maintains and reports on the allocation of tuition scholarships, waivers, and stipends from internal awards, externally funded research assistantships, and endowments.
• Assists in the setting, communication, and review of GSAS merit-funding policies and procedures.
• Manages the allocation of financial aid awards to new students during the GSAS admissions process as well as the renewal of continuing student financial aid awards.
• Coordinates graduate student assignments including graduate assistantships, research assistantships on grant funded projects, and the GSAS Hourly Student Worker program.
• Manages the accurate and timely disbursement of more than $9MM in tuition scholarships using the Powerfaids system in close partnership with the GSAS Assistant Dean for Academic Programs and Support.
• Manages the disbursement of $9MM in graduate student assistantship and fellowship stipends, and supplements including any required paperwork or troubleshooting needed in collaboration with Fordham’s Office of Payroll and/or Accounts Payable.
• Addresses all issues related to the day-to-day financial operations of GSAS, overseeing relevant work of the GSAS Executive Secretary, and serves as liaison to other University financial offices, including but not limited to Human Resources, Finance, and Procurement.
• Approves, with Dean’s oversight, all fiscal transactions and maintains necessary and accurate accounting records.

Fordham College at Rose Hill
• Oversees, maintains and reports on the FCRH operating budget and other funds.
• Oversees, maintains, and prepares annual budget requests, including funding requests for new initiatives.
• Attends budget meetings with the Dean in the capacity of budget manager.
• Oversees day-to-day financial operations of the college and serves as liaison to university financial offices.
• Works closely with the FCRH Senior Executive Secretary, who is responsible for processing all financial paperwork and maintaining accounts of Dean’s Office expenditures.
• Collaborates with the Arts and Sciences Business and Planning Officer on financial planning and management.
• Supports the Dean in prioritizing projects, articulating annual goals, and tracking progress on strategic initiatives, taking a financial and operational perspective.
• Oversees the distribution of special funds such as scholarships, undergraduate research grants, and strategic initiative funding.
• Approves, with Dean’s oversight, all fiscal transactions and maintains necessary and accurate accounting records.
QUALIFICATIONS:

- Bachelor’s degree in a relevant field required; Master’s Degree preferred.
- 5+ years of progressive experience in an independent role, preferably in higher education.
- Experience with budgeting, including oversight of restricted funds; management of projects involving multiple stakeholders; and/or supervisory experience.
- Superior customer service orientation required; comfortable in interacting with students, staff, and faculty members professionally and efficiently.
- Excellent oral and written communication, organizational, and problem-solving skills required.
- Familiarity with unionized workplaces preferred.
- Experience in project management, organizational budget management, data analysis, and accounting preferred.
- Intermediate Excel skills required.
- Meticulous manner and strict attention to detail are critical.
- Knowledge of working with a relational database is preferred.
- Ability to maintain discretion and confidentiality is essential.
- Ability to balance competing priorities and negotiate diplomatically with faculty and staff.
- Commitment to diversity and inclusion.
- Knowledge of and commitment to the Jesuit mission in higher education.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: gsasdean@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.