ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Budget Administrator
DEPARTMENT: Graduate School of Education (GSE), Lincoln Center

RESPONSIBILITIES:

- Oversees, maintains and reports on the School’s operational budgets and restricted accounts
- Approves, with Dean’s oversight, all fiscal transactions and maintains necessary accounting records
- Prepares and analyzes the School’s budget projections
- Oversees, maintains and prepares annual budget requests
- Attends budget meetings with the Dean in the capacity of GSE budget monitor
- Manages priority projects and tracks strategic initiatives and annual goals
- Oversees the contract process of all summer faculty contracts
- Supervises and prepares special reports as needed
- Performs financial modeling and quantitative analysis on revenues and operating performance of the school
- Works collaboratively with staff on data and analysis projects
- Participates in developing and maintaining a system for collecting and communicating consistent information for the financial planning process
- Provides recommendations to Dean after investigating and analyzing financial, personnel, and logistic phases of new proposals.
- Serves as primary liaison to outside vendors as well as to appropriate administrative offices of the University as required.
- Performs special projects and assignments as assigned by the Dean

QUALIFICATIONS:

- Bachelor’s degree required. Masters preferred, plus two years of budget work experience, experience in higher education budget management is a plus.
- In-depth knowledge of current data systems/software including Excel, Word, PowerPoint
- Ability to research issues using internal and external data sources, analyze data with care for precision and nuance and communicate conclusions drawn from the data to a wide variety of stakeholders
- Able to set-up systems for budgeting, analytics and reporting
- Strong ability to take initiative and work independently
- Must demonstrate excellent oral and written skills, as well as organizational, analytic and management skills
- Excellent interpersonal skills and an ability to foster positive collaborative working relationships
- Ability to handle confidential information and should have a highly-developed sense of discretion and integrity.
- Must be reliable, responsible, flexible, and resourceful
- Knowledge and commitment to Jesuit education

SALARY: Commensurate with experience
START DATE: October 2, 2017
Send letter and resume: Virginia Roach, Dean at gsedeans@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer.