

Job Description

Position Title: Program Manager, Financial Reporting

Job Group: Financial Services

Job Level Group: Professional Senior

FLSA Status: Exempt

Position Summary:

The Financial Reporting Program Manager ensures correct, timely and consistent preparation of the audited financial statements for the college. Ensures financial reporting meets mandates from federal, state and accounting regulators. Completes the planning, development and administration of assigned mandated reports and collaborates on the Financial Aid Reporting (FISAP). Advises college employees on assigned financial functions including accounting, budgeting, position control, accounts receivable, accounts payable, grants, financial aid and payroll. Performs comprehensive, advanced accounting and budgeting functions, financial reporting using data extracts, and computer software tools.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Oversees, researches, interprets accounting and fiscal processes for consistency, effectiveness, and compliance and in accordance with generally accepted accounting principles (GAAP), and with compliance to the College, State, and Federal Accreditation guidelines and updated Governmental Accounting Standards Board (GASB) standards.
2. Manages the operating and capital budgets for the College. Develops the annual budget parameters, system set up, review, and reconciliation of annual operating and capital budgets in the Banner ERP system.
3. Reviews, analyzes, and presents the financial position of the College. Reviews cash and investment position to meet daily cash flow obligations and reconciles accounts. Prepares financial aid drawdowns. Manages and coordinates the Federal Single Audit and the annual financial audit of the College.
4. Provides comprehensive and complex functions related to accounting, budget development, position control and budget monitoring for the College. Reviews and creates complex journal entries, budget entries and accounting transactions.
5. Monitors a variety of scheduled reconciliations; coordinates and prepares monthly financial statements as well as external financial reporting such as ACFR, SEFA, ELR, EMMA, FISAP, Annual State Budget Report and IPEDS
6. Advises executive and senior level managers on college wide financial accounting, and budget decisions. Provides direction, technical guidance, and advice to accounting managers and staff on proper accounting principles college wide.
7. Reviews and audits quality, accuracy of work product for peers and other departments performing any fiscal responsibility including accounting, budgeting, position control, payroll, accounts receivable, accounts payable, grants, and property functions college wide

8. Prepares financial and budget projections and analysis for revenues (such as property taxes, tuition and fees), and plans funding for capital projects, debt service, staffing and overall expenditure needs.
9. Prepares and maintains a multi-year Financial Model and develops and administers the Adjunct Faculty Funding Allocation (AFFA) model. Reconciliation and apportionment of Academic Leadership Funding. Publishes the required State Budget Forms and public notifications in compliance with state statute.
10. Serves as the finance and business services representative on committees, task forces, work groups, and in meetings to support College strategic plan initiatives, goals, and objectives.
11. Performs highly technical comparative and fiscal analyses, interprets fiscal records, and prepares reports through application of statistical analysis, research techniques, financial forecasting and estimating methodologies.
12. Collects, analyzes, and disseminates financial information; prepares related reports and summaries; and makes recommendations based on findings. Communicates with internal and external stakeholders regarding current and developing financial position, systems and processes.
13. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices
3. Knowledge of accounting, budget and fiscal management
4. Knowledge and application of organizational and time management principles
5. Knowledge of project management principles, processes, and techniques
6. Skill in analyzing data and drawing conclusions
7. Skill in effective communication (both written and oral)
8. Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills
9. Skill in problem solving
10. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
11. Ability to apply effective and accurate data entry and typing skills
12. Ability to adapt to a rapidly changing technical environment
13. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree or in Accounting, Finance, or a closely related field of study required.
 - Master's degree or in Accounting, Finance, or a closely related field of study preferred.
 - Three (3) to Five (5) years of related experience in accounting or finance.
 - More than eight (8) years of related experience in accounting or finance preferred.
 - Certified Public Accountant (CPA)
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License