

Colorado Mountain College Position Description

Title: Campus Fiscal Manager
FLSA Classification: Non-Exempt (Hourly)
Hiring Salary Range: \$58,566.73 - \$65,074.14 (\$28.16 - \$31.29)

Primary Responsibility

Under the direction of a designated campus administrator, this position actively participates in a variety of campus fiscal functions, impacting campus accounts, fund, and budget management. The Campus Fiscal Manager uses accounting principles and business office management practices in support of the budget and financial needs of the campus, ensuring compliance with all College fiscal principles and processes.

This position may serve as a lead to other campus team members and may advise management regarding the effective use of resources and methods to maximize budget.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. Examples may include a bachelor's degree and three years of related experience, or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

Degree in accounting, finance, or related field preferred. Supervisory experience may be beneficial.

Special Skills or abilities directly applicable to the position: knowledge of generally accepted accounting principles and practices, business office operations, budgeting, profit and loss statements, record-keeping management systems and techniques. Quantitative/qualitative analysis. Organize and prioritize workload and meet deadlines, perform accurate calculations, utilize automated computer programs, and prepare financial reports and spreadsheets. Familiarity with Microsoft Office particularly Excel.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities are preferred.

Essential Duties

Budget and Accounts Payable

1. Uses college ERP software to record, store, maintain and analyze financial information. Includes assigning revenues and expenditures to appropriate accounts or functions and posting appropriate records. Determines whether expenditures have been made in accordance with valid procedures and within budgetary constraints. Prepares journal entries and input documents to correct campus users' errors.
2. Examines large volumes of invoices, expense vouchers, and other source documents to verify obligations and post appropriate records. Maintains electronic records and files related to accounting activities. Initiates requisitions for purchase orders and request for proposals (RFP) and/or quotes (RFQ) in accordance with purchasing guidelines.
3. Serves as a resource to college employees, and provides responsive, high quality service to representatives of outside agencies and members of the public, by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
4. Compiles and analyzes data for special and regular financial reports. Summarizes financial data to keep financial records. Analyzes quarterly budget spreadsheets and identifies any problem areas.
5. Advises campus leadership on effective uses of resources, methods to maximize resources, and best budgeting practices. Coordinates and balances annual budget submissions from all departments across the campus. Provides budget training to all level of positions at the campus.
6. Serves as a designated buyer for the campus. Involves training and advising all levels of staff and faculty at the campus on purchasing guidelines and procedures. Works with campus departments, vendors, Risk Management and Purchasing Department to ensure that Certificates of Insurance are current and compliant with CMC policy.

Student Receivables

7. Receipts specialized payments and applies specialized charges on student accounts. Makes corrections to student accounts for misapplied payments and charges. Verifies refunds to students and refund petitions are accurate. May process residence hall deposits, forfeits, fees and other transactions.
8. Serves as a lead to campus staff who are engaged in receiving money from students and other parties. Safeguards funds and arranges transfer of funds to and from the bank. Reconciles their prior day cash receipts sessions. Trains appropriate campus staff on student accounts procedures, processes and mnemonics. Communicates important dates, deadlines and changes in procedures to the cashiers.
9. Monitors student payment plans. Reviews delinquent accounts to determine which individuals need follow up communication. Processes monthly collection letters for student accounts that are 30/60/90 days past due.

10. May coordinate action with business office holds. Processes campus exceptions that extend credit to students who meet special criteria, in accordance with policy and approval of campus dean. Follows through with these students to ensure that payments are made in accordance with the agreement.
11. Provides responsive, high-quality service to students and parents by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner, including maintaining adequate financial aid knowledge to further assist.
12. Handles confidential issues and exercises appropriate judgement in answering questions and releasing information. Maintains confidentiality requirements of FERPA.
13. Other duties as assigned.

Supervision Received

This position receives direction from a designated campus administrator.

Supervisory Responsibility

This position serves as a lead for other campus team members.

Special Conditions of Employment

Successful completion of a background check including motor vehicles records report will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, benefits@coloradomtn.edu

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties

listed, nor does it necessarily list all possible duties that may be assigned. Employees may perform other related duties as required to meet the ongoing needs of the organization.

HR Reference Information:

Position group and code: *430160/35% 512000/35% 430170/30%*

BLS SOC 13-2011

Position ID CFM

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