NEW MEXICO HIGHLANDS UNIVERSITY
JOB DESCRIPTION

Position: Unrestricted Funds Manager

Salary Grade: 16

Department: Business Office

Job Type: Full-Time/12 months

FLSA: Exempt

Reports to: Comptroller

SUMMARY: Under general supervision, provides direction, leadership, and supervision in the control and reporting of all general funds, with the exception of restricted funds, the accounts payable and accounts receivable (non-student) functions. Position is responsible for supervision of staff in assigned unit. In the absence of the Coordinator for Fiscal Services, Controller and Student Accounts Manager, this position has signatory authority for compliance and will process all wire transfers for Accounts Payable and Payroll accounts.

DUTIES AND RESPONSIBILITIES:

• Oversees the daily financial activities of all general funds and the day to day operations for the accounts payable, and accounts receivable (non-student) departments, which includes the budget preparation and control, accounting, and financial reporting;
• Monitor the Capital, Plant, Agency, Debt service, Endowment and Loan funds;
• Ensures compliance with university policies and procedures, state, and federal regulations;
• Oversee the supervision of personnel, which includes work allocation, training, and problem resolution;
• Evaluate performance and make recommendations for personnel actions;
• Motivate employees to achieve peak productivity and performance;
• Interact with internal and external auditors and participates in auditing projects or provides information and access to accounting records as required;
• Develop and implement systems and processes to establish and maintain records for the general funds, accounts payable and accounts receivable (non-student);
• Coordinates the preparation of reports as required by the governing agencies (annual, semi-annual, quarterly, and monthly reports)
• Serve as a primary liaison with department representatives to ensure compliance and resolution of problems and issues, as they arise:
• Arbitrate claims or complaints occurring between the departments and the business office;
• Monitor and evaluate the general fund, general ledger and recommend appropriate remedial action as necessary;
• Maintain regular attendance
• Process Direct Deposits for the Accounts Payable/Student Accounts.
• Perform other job-related duties as assigned.

MINIMUM REQUIREMENTS:

• EDUCATION: Bachelor’s Degree in Business or a related field with successful completion of at least fifteen (15) hours of University level accounting. Three (3) of the fifteen (15) hours must include Intermediate Accounting.
• EXPERIENCE: Five (5) years’ experience directly related to the duties and responsibilities.
  ○ PREFERENCE: Knowledge and experience working with Ellucian Banner

EMPLOYMENT REQUIREMENTS:

• Must be willing to work in excess of forty (40) hours to include weekends and evenings as required.

KNOWLEDGE, SKILLS, & ABILITIES:

• Knowledge of federal and state financial regulations and university financial policies and procedures.
• Ability to prepare financial reports
• Ability to foster a cooperative work environment.
• Knowledge of finance, accounting, budgeting, and cost control procedures.
• Knowledge of computerized information systems used in financial and/or accounting applications.
• Ability to develop, plan, and implement short- and long-range goals.
• Knowledge of Microsoft Office applications, including Excel, Word and Outlook.
• Knowledge of software to quantify and illustrate complex financial reports, comparisons, impacts, and/or projections.
• Employee development and performance management skills.
• Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
• Knowledge of faculty and/or staff hiring procedures.
• Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
• Knowledge of generally accepted accounting principles and governmental accounting standards
• Ability to communicate effectively, both orally and in writing.
• Ability to research and analyze data and reports.
• Ability to provide exemplary service to customers, in and outside the University
• Skill in utilizing ten-key by touch in an accurate, fast manner.

PHYSICAL DEMANDS:
• Sitting .........................................................Frequently
• Standing ....................................................Occasionally
• Walking .....................................................Occasionally
• Bending .......................................................Occasionally
• Squatting .....................................................Occasionally
• Climbing .....................................................Occasionally
• Kneeling .......................................................Occasionally
• Lifting up to 20 pounds .................................Occasionally
• Lifting greater than 20 pounds .......................Seldom

WORK ENVIRONMENT:
• Work is normally performed in an office setting
• Work with frequent interruptions.