NEW MEXICO HIGHLANDS UNIVERSITY
Job Description

Position Title: Restricted Funds Manager

Department: Business Office  Salary Grade: (16)
Job Type: Regular/Full-Time  FLSA: Exempt
Reports To: Controller

SUMMARY: Under general supervision, provides direction, leadership, and supervision in the control, and reporting of restricted funds for the university. Assist Banner Finance Team Leader in all aspects of maintaining the finance module. Responsible for assisting with implementation of processes and finance tools available in the module. Supervise staff assigned to unit.

DUTIES AND RESPONSIBILITIES:

- Oversees the daily financial activities of the grants and contracts, which include budget preparation and control, accounting, and financial reporting;
- Ensures compliance with university policies and procedures, state, and federal regulations.
- Oversees the supervision of personnel, which includes work allocation, training, and problem resolution;
- Evaluates performance and makes recommendations for personnel actions;
- Motivates employees to achieve peak productivity and performance.
- Interacts 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 grants and contracts.
- Coordinates the preparation of reports as required by the funding agencies (annual, semi-annual, quarterly, and monthly reports)
- Manages federal draw downs, accounts receivable and credit and collection functions, ensuring timely processing of billings, payments, and collection of program revenue.
- Serves as a primary liaison with contracting representatives to ensure compliance with contract specifications and resolution of problems and issues, as they arise;
- Arbitrates claims or complaints occurring in performance of contracts.
- Continually monitors and evaluates contractor performance against contract specifications, and recommends appropriate remedial action as necessary.
- Maintain regular attendance
- Assist Banner Finance Team Leader in maintenance and implementation of finance module.
- Performs miscellaneous job-related duties as assigned.

MINIMUM JOB 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 of experience that is directly related to the duties and responsibilities specified.
  o 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, AND ABILITIES REQUIRED:
- 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.