

JOB POSTING: Manager of Budgets and Analytics

Posted: 1/25/2019

Responsible for developing, maintaining and supporting all budgets of the Institution. Perform financial analysis to support the overall Institutional financial needs.

CLASSIFICATION: Administrative

FLSA STATUS: Exempt

SUPERVISION RECEIVED: Works under the direction of the Assoc. VP for Finance.

SUPERVISION EXERCISED: Responsible for developing, maintaining and supporting all budgets of the Institution. Perform financial analysis to support the overall Institutional financial needs.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Develop and maintain an institutional budget model for the College, including the operating and capital budgets.
2. Work with the offices of Enrollment and Financial Aid to project and track net tuition revenue.
3. Provide oversight for certain institutional budgets including, but not limited to, employee salaries and benefits, insurance, legal, debt service and capital spending.
4. Integrate new and existing business plans into the operating and capital budgets.
5. Perform financial analytics to evaluate new and proposed academic and administrative programs/investments.
6. Provide support to all Vice Presidents, Department Chairs and budget holders throughout the year, researching questions and adjusting budgets when necessary.
7. Compile and distribute the Annual Financial Report and complete surveys as necessary.
8. Assist Human Resources with the annual 403(b) plan audit.
9. Assist the Business Office with year-end audit analysis.
10. Perform related duties as assigned by the Assoc. VP for Finance or his/her designee.

QUALIFICATIONS: A baccalaureate degree in accounting or finance-related field with financial management and/or financial analysis experience (3-5 years). Requires strong analytical and organizational skills with a particular attention to detail. This position also requires superior interpersonal skills to deal with staff, faculty and at times, the Board of Trustees. Technologically proficient with significant experience with the Microsoft Office suite of products, including Excel and Word in addition to familiarity Google Docs and Sheets. The position requires the ability to prioritize work with a high degree of independence managing several projects simultaneously, while setting priorities, and meeting deadlines. At times may require work outside of the traditional workweek.

TO APPLY: All application materials **MUST** be combined into **ONE (1) document formatted as a PDF file**. Limit application materials to the cover letter, resume, and three (3) professional references along with specific salary history. If your experience qualifies you for this challenging position, please send this document electronically to jobs@moravian.edu. Include 'Mgr of Budgets & Analytics' in the email subject line.

Review of applications will begin immediately and will continue until filled. Incomplete applications will not be considered. **(Application materials combined into one (1) Word file will be considered.)** Questions about the position may be directed to (610) 861-1527. *Moravian College is an equal opportunity employer valuing diversity and encouraging individuals from under-represented populations to apply. EOE*