ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION: Budget and Office Manager
DEPARTMENT: Development and University Relations, Lincoln Center

Overview
Fordham University has an excellent reputation as a dynamic institution in the cultural heart of New York City. Founded in 1841, Fordham enrolls more than 15,100 undergraduate and graduate students in nine (9) Colleges and Schools.

Fordham University’s Development and University Relations (DAUR) department seeks a Budget and Office Manager to ensure the continued success it has enjoyed and to be a wise steward of its $21 million annual budget.

Essential tasks include the following [other duties and special projects may be assigned]:

Responsibilities:

Budget
- Participate in the University’s budget planning process
- Prepare budget summaries and forecasts based on previous year’s spending and University/DAUR goals
- Review the budget regularly and prepare quarterly reports for the VP and senior management team of budget performance.
- Analyze yearly expenditures to evaluate appropriate allocations/spending level with an eye towards efficiency and effectiveness
- Manage accounts payable (e.g. vendors, bill payment)
- Process interdepartmental budget transfers as well as maintain the petty cash fund
- Process requests for expense and travel reimbursements
- Perform monthly account reconciliation and manage/anticipate budget shortfalls
- Answer survey questions relating to department budget and personnel (e.g. VSE, Reeher, CASE annual reports)
- Help oversee and collaborate on budget with an Executive Secretary on the University Marketing and Communications teams in a dotted – line relationship

Employee Relations/Talent
- Update and maintain on-site personnel files
- Coordinate the posting of new jobs and facilitate the hiring process with HR
- Assist in the onboarding and orientation of new hires

Qualifications: Bachelor’s degree required and at least 3-5 years of administrative experience. Candidates must have strong organizational skills, have the ability to exercise sound judgement and discretion when handling confidential information, excellent written and verbal communications, ability to prioritize and manage projects, strong analytical and problem solving abilities, solid interpersonal skills, strong attention to detail, solid mastery of Excel and Work, and personal comportment with DAUR’s core values.

SALARY: Commensurate with experience
STARTING DATE: December 10, 2018

Send Letter & Resume with Subject Line: Budget Officer and Office Manager to: Developmentjobs@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories