ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Budget Administrator

SCHOOL/DEPARTMENT: Graduate School of Social Service

DESCRIPTION:
This position reports directly to the Dean of the Graduate School of Social Service and assists in the management of all budget related data, policies and processes.

RESPONSIBILITIES/DUTIES:
- Oversee, maintain and report on the School’s operational budgets and restricted accounts
- Approve, with Dean’s oversight, all fiscal transactions and maintain necessary accounting records
- Assist in the preparation and analyzes the School’s budget projections
- Develop and maintain accurate confidential systems for budgeting, analytics and reporting
- Oversee, maintains and prepares annual budget requests
- Assists in the contract process pertaining to adjuncts, advisors, coordinators and all other faculty administrative issues
- Serve as primary liaison to outside vendors as well as to appropriate administrative offices of the University as required
- Assist with special project and assignments as directed by the Dean

QUALIFICATIONS:
- Bachelor’s degree required
- Minimum two years of experience in budget administration
- Technical proficiency in current software applications and data systems such as Microsoft Word, Excel, Google spreadsheet. Knowledge of Banner, PowerFAIDS, Slate, Tablo preferred
- Detail oriented, able to take initiative and work independently
- Integrity, sound judgment, and ethical decision-making
- Excellent communication, organizational and interpersonal skills
- Ability to function as part of a team operating a complex environment.
- Able to adapt to changes in priorities, unexpected events or unanticipated demands

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER, RESUME TO: Debra M. McPhee
Dean/Professor
Graduate School of Social Service

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