ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Senior Budget Analyst

DEPARTMENT: Gabelli School of Business Budget Office, Lincoln Center

RESPONSIBILITIES:
- Assist the Senior Manager in overseeing, maintaining and reporting on the Gabelli School’s operational budgets, restricted accounts, and endowments.
- Monitor enrichment spending and provide quarterly budget reports to program managers.
- Conduct regular review and analysis of department and academic program budget versus actual reports and advise stakeholders.
- Conduct periodic reviews of operating budgets to identify and address issues such as account shortfalls and the miscoding of expenses.
- Process school and interdepartmental budget transfers, as well as manage petty cash fund
- Prepare check requests, purchase orders, travel reimbursement forms, interdepartmental expense transfers, and budget transfers.
- Communicate with other departments regarding the processing of payments and proper coding of transactions.
- Interact with outside vendors to obtain the proper tax documentation for payment submissions and address any payment issues
- Assist with special projects and budget analysis as needed.

QUALIFICATIONS:
- Bachelor’s Degree preferred.
- Minimum 5 years’ experience in higher education business processing or related field.
- Strong quantitative, qualitative, and critical thinking skills.
- Expertise with business applications, specifically Microsoft Excel and Word.
- Strong work ethic, dependability, and a customer-service focus.
- High level of discretion working with confidential documents.
- Strong communication skills.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Elizabeth Lapin
elappin@fordham.edu

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