

SENIOR MANAGEMENT ANALYST-WCC

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assistant Vice President/Comptroller within Administrative Services, an incumbent of this class is responsible for coordinating and managing special projects, monitoring activities within fiscal operations and supporting fiscal operations managers of Westchester Community College. This position entails conducting fiscal and budgetary analyses related to overall fiscal operations, developing procedures to ensure effective processes and cost controls, and facilitating operations to meet mandated reporting requirements. The position includes applying and ensuring compliance with relevant federal, state, and local laws, rules, and regulations in providing recommendations. This position differs from a Management Analyst due to the scope and complexity of assignments, as well as the overall level of participation in departmental operations. Supervision may be exercised over subordinate staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts fiscal and budgetary analyses related to the overall fiscal operations. Providing services for all on/off campus and support activities inclusive of operating, grants and capital funding, budgeting, forecasting, Accounts Payable, accounting, finance, and auditing.

Conducts organizational analyses performed within the Business Office function of operational financial functions of departmental operating and administrative procedures to assess issues in meeting departmental goals and objectives in areas including cost control and containment, or other desired management objectives;

Participates and collaborates in determining the nature of information and data required to perform a variety of fiscal organizational analyses, and performs in-depth research on trends in the area under review; compiles data, and performs fiscal and statistical analyses of programs for studies and reports;

Supervises and/or participates in the review of accounting procedures, processes and controls to provide recommendations regarding accounting and budgetary mechanisms in place for the recording, analysis and reporting of data;

Ensures the maintenance of budgetary and financial control procedures to ensure consistency in departmental operations; provides recommendations to improve and/or modify same as needed; implements modifications as needed;

Performs departmental fiscal auditing functions to ensure efficient and effective processes and procedures;

Monitors and reviews changes in reporting requirements as they impact departmental operations and participates in identifying automated information systems modifications required for compliance;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Coordinates with fiscal operations managers and Department of Information Technology professionals in developing and implementing automated information systems to improve the effectiveness and efficiency of programs and departmental operations;

Monitors revenue, receivables, and expenditures within areas of assignment to ensure compliance and cost-effective utilization of resources;

Directs the writing of procedures and the development of new or revised forms and other reporting mechanisms to meet organizational objectives;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed;

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of effective organization and management principles and practices; good knowledge of the principles and practices of accounting and budget preparation and analysis; ability to identify, recognize and develop solutions to management and organizational problems; ability to support recommendations both verbally and in writing to supervisory and affected program staff; good knowledge of the department's organization, policies, procedures and objectives; good knowledge of the department's automated and manual procedures and the application of the systems approach to improving information requirements; ability to define needs to Information Technology professionals; ability to gather and analyze data and draw conclusions; ability to supervise the work of others; ability to prepare detailed written reports and procedures; ability to comprehend and carry out written and oral instructions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Accounting, Economics, Finance, Business Administration, Public Administration or related field, and four years of experience where the primary function of the position was in either budgeting, cost, financial or statistical analysis, auditing, or organization planning in an automated systems environment.

SUBSTITUTION: Satisfactory completion of 30 credits toward a Master's Degree* in one of the fields listed above may be substituted on a year for year basis for the required experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized and accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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Job Class Code: E1006
Job Group: W01