



**STATE OF CONNECTICUT
BOARD OF REGENTS FOR HIGHER EDUCATION
JOB ANNOUNCEMENT
June 16, 2016**

Associate for Financial Services, Admin IV

Open To: Public
Location: Finance, 39 Woodland Street, Hartford, CT
Supervisor: Senior Finance Officer
Hours: Full-Time, 35 hours/week
Rank: Administrator IV
Closing Date: July 14, 2016

The Board of Regents for Higher Education is seeking an Associate for Financial Services to perform functional support to the Senior Finance Officer, of the Connecticut State Colleges and Universities (CSCU). The Finance Department provides fiscal services to the System Office and provides oversight and coordination functions for the 17 colleges and universities within CSCU.

POSITION SUMMARY:

Responsible for providing and maintaining specialized functional expertise using a wide variety of accounting and financial systems including but not limited to purchasing, accounts payable, accounts receivable, and federal and state tax reporting. Finance user support role to the CSCU System. Provides guidance, develops documentation and provides functional training to support Finance, accounting and purchasing, to encourage consistent recording and reporting of financial transactions according to BOR, state and federal statutes. May provide system setup and finance system security and access.

REPRESENTATIVE DUTIES:

Responsible for the oversight and finance support to CSCU users on current accounting systems and software to ensure that the CSCU users and system office finance staff are trained in the system functions and processes of the above mentioned financial systems.

May provide functional and systems finance support for accounts payable, purchasing, or accounts receivable.

Helps to ensure compliance with Board policies regarding the above mentioned finance systems and processes.

Collaborates with Information Technology staff and the CSCU finance personnel to provide functional expertise to achieve seamless introduction of new functionality to comply with policy changes and legislative provisions.

Financial systems maintenance and testing to ensure compliance with policies, procedures and internal controls.

Provides and directs finance user functional support including on site institutional support. Develops and recommends policies responsive to the needs of the institutional users and System Office financial staff.

Develops functional specifications and software objects as requested by institutions including report modifications and system enhancements to address financial information needs and ensure compliance with current policies.

Maintains and updates intranet and external websites for financial group.

Performs general accounting and finance duties including analysis, reconciliation, and corrections of various financial accounts and reports. Compiles data and prepares reports, statements, studies and analysis as required. Monitors and reviews key operating and general ledger data and documents for consistency, accuracy, and reasonableness.

May participate in project management, lean management, functional specification writing, and functional systems testing.

May be responsible for administering or supporting any of the following finance processes for the CSCU System:

- System set-up and possibly security and access for the above mentioned financial systems
- Check writing operations
- Purchasing card (PCard) program
- Escheatment process
- Unclaimed Title IV process
- 1099 vendor tax reporting
- 1098T process
- Tuition and fee and term setup
- System Office accounts receivable and billing functions
- Posting, allocating and/or distributing system-wide funds
- Coordinate monthly collections reconciliation process

Performs other related duties to those enumerated above which do not alter the basic level of responsibility of the positions.

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting, finance, or business administration required. The skills and abilities for this position typically would be acquired through a combination of experience and training which includes financial management or a relevant business or public administration concentration, together with five or more year's related experience in accounting or finance. Related experience in the evaluation and functional support for a wide variety of accounting and financial systems. Ability to use computers and associated software; strong oral and written communication skills; and considerable interpersonal skills are required.

These qualifications may be waived for individuals with appropriate alternate experience.

PREFERRED QUALIFICATIONS:

Master's Degree in accounting, finance, or business administration.

APPLICATION PROCEDURE:

Applications must be submitted electronically to jobs@ct.edu and must be received no later than **July 14, 2016**. Please reference “**Search #16-006**” on the subject line of all emails. Please submit the following two (2) attachments with your email:

- (1) BOR Employment Application (available at: <http://www.ct.edu/hr/employment>) **AND**
- (2) Cover letter, resume, and contact information for three professional references in a single MS-Word or PDF file.

Incomplete or late application packages received after the deadline may be discarded.

Refer to www.ct.edu for more information about the CSCU and our 17 institutions.

Notice of Nondiscrimination:

The Board of Regents for Higher Education does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, transgender status, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Leah Glende, Manager of Diversity and Inclusion, 61 Woodland Street, Hartford, CT 06105, (860)723-0727 or by email at glendel@ct.edu.

The Board of Regents for Higher Education is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.