



MIDDLESEX COMMUNITY COLLEGE
JOB OPPORTUNITY
ASSOCIATE DIRECTOR OF FINANCE AND ADMINISTRATION
(Community College Professional 18) - Full-Time, 12-month, Tenure Track
Projected Start Date – July 2017

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Middletown, CT
Hours: **35 hours per week**
Salary: \$63,093 with excellent medical insurance, retirement and related fringe benefits.
Closing Date: May 5, 2017

Knowledge, Skills and Abilities: The Associate Director is responsible for coordinating the College's financial resources; physical resources; management of administrative services; and supervisory oversight of the College's business office staff. Areas of accountability include managing the College's capital budget, including strategic planning for physical plant needs; managing the fixed asset accounting system, purchasing, accounts receivable and billing system, grants and contracts, and oversight of travel and professional development funds. The Associate Director must have demonstrated advanced knowledge, skill and ability with the Banner financial accounting system; fixed asset management; business office operations, procurement and accounts payable; grants accounting, cashier/bursar's office; strong information technology literacy skills, including Excel and supervisory experience.

General Experience: Master's degree in Business, Accounting, Finance or a related field with a minimum of one year experience in a fiscal or business office. Candidates must possess extensive knowledge of the Banner financial accounting system; experience working with and accounting for complex grants; and experience with fixed assets and procurement activities. Candidates must demonstrate excellent interpersonal, communication and supervisory skills; experience working with multiple constituencies including other State and Federal agencies; and have an understanding of the mission of the College.

Special Experience: Preferred qualifications include experience with capital budgets and planning; demonstrated experience working with Federal grant fiscal reporting, including specialized statements required by Federal and State agencies.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated, or who possess a degree in a related field, are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.

Working Conditions: Incumbents typically perform their work in offices, conference rooms and lecture facilities.

Application Instructions: Email letter of intent, resume, BOR Application, transcripts (unofficial copies are acceptable at the application stage), to: MX-HR-Recruitment@mxcc.commnet.edu; OR, mail to:

Noreen Wilson, Administrative Assistant
Human Resources
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457

For more information about Middlesex Community College please visit our website, www.mxcc.edu

**MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER; M/F PR
OTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Middlesex Community College 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 mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Adrienne Maslin, Title IX Coordinator and Section 504/ADA Coordinator, amaslin@mxcc.edu; 860-343-5759 or Queen Fordham, Secondary Title IX Coordinator, qfordham@mxcc.edu, 203-608-3011.