



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Associate Director Financial Systems
<b>POSITION NO.</b>	502799
<b>LOCATION</b>	Warwick
<b>REPORTS TO:</b>	VP Administration and Finance
<b>GRADE:</b>	BOE 16
<b>WORK SCHEDULE:</b>	Non-Standard: 35 hours per week
<b>SUPERVISION:</b>	Professional, technical, and clerical support staff
<b>REVISION DATE</b>	October 2020

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**JOB SUMMARY:**

Act as lead functional financial position to coordinate with the College IT Department as it relates to implementation, upgrades, maintenance, and data integrity. Maintain management and operational responsibility for all College ERP Financial modules. Manage resources across the College's ERP Financial modules for all College projects. Lead cross-organizational team and perform project management role which includes resource management, scope, and schedule.

**DUTIES AND RESPONSIBILITIES:**

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Act as a liaison between the College IT Department and the Finance function for financial systems development and use. Develop consistent software strategy for financial desktop solutions and advise management of the financial and operational impacts of change initiatives.
- Develop and monitor accounting principles and procedures to support well- controlled accounting operation and financial systems. Ensure that state and federal regulations are incorporated in fiscal system policies. Monitor and assess financial system operations and procedures to ensure compliance with College business and financial operational policies.
- In collaboration with IT, responsible for managing projects, maintenance, upgrades, and enhancements of the College's ERP Financial modules, including but not limited to GL, AP, Budgets, Grant Accounting, Purchasing, and Fixed Assets.
- Coordinate with the College IT Department to develop strategies and plans for implementation, upgrades, and functionality enhancement.
- Participate as a member of the ERP Project Team in developing the interfaces, upgrades, and process flows between all departments and functional areas.
- Coordinate priorities with the IT administrative team, including scheduling of all outstanding work and upgrades and establishing resource requirements and priorities for financial system projects or programs.
- Report to the VP for Finance and Strategy to ensure that operational objectives are met and that personnel resources are properly allocated and supervised. Monitor, track and report on project progress, deliverables and quality assurance. Ensure that all affected parties receive a continuous stream of timely and accurate communications regarding the project as well as how and when it will impact them. This includes the entire College community – faculty, staff and students.
- Define the security access, develop business requirements with the functional and technical managers to ensure that they are successfully implemented on time and within budget.
- Responsible for managing the personnel activities for all staff under direct supervision.
- Provide Banner query and report support for financial schedules.
- Convene team meetings to review progress and share information.
- Perform other duties as required.

**LICENSES, TOOLS, AND EQUIPMENT:**

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree in Business, Finance, or Accounting or Master's in a related field
- Minimum of five years of experience as a project manager or implementation specialist
- Demonstrated ability to communicate effectively with students, faculty, and staff
- Demonstrated ability to provide student and faculty centered services in a College environment
- Demonstrated organizational skills
- Demonstrated ability to plan and implement technological change
- Demonstrated analytical skills to anticipate problems and identify solutions as related to data processing systems
- Demonstrated experience in process re-engineering, process design & implementation and process mapping
- Demonstrated strong verbal and interpersonal communication skills
- Demonstrated proficiency with written communication skills
- Demonstrated ability to work with diverse groups/populations
- Minimum of ten years of progressively increasing management experience in financial areas in a higher education environment
- Demonstrated knowledge of Structured Query Language (SQL) and ERP Software tools

**PREFERRED QUALIFICATIONS:**

- CPA preferred.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.