

**Position:** Senior Budget Analyst/Project Accountant

**Department:** Financial Affairs

**Reports to:** Vice President for Financial Affairs

**Job Summary:** Manages operating and capital project budgets across the College. Collaborates with internal and external stakeholders to develop and implement processes, controls, and reporting. Ensures delivery of accounting services in support of the College's operating and capital budgets.

**Duties and Responsibilities:**

- Advise and coordinate the annual budget development process.
- Maintain actual to budget results on a monthly basis.
- Partner with the College's Facilities office and other internal and external stakeholders to develop and monitor the capital project budget, job estimates, funding requests, contractual agreements, project deliverables and budget plans. Ensure project deliverables and budgets support the College's objectives.
- Develop internal and external benchmark reports to be used for statistical purposes and develop future operating forecasts.
- Perform financial and budgeting functions including, but not limited to: accounting and budgeting, cost commitment analysis and reporting, and support to management.
- Provide project accounting support for all capital projects within the approved budget. Track the status of approved projects and maintain financial records for all projects.
- Collaborate with management and maintain documentation of capital projects including, but not limited to: project approval, setup, execution and closeout.
- Review and provide oversight for processing vendor invoices for various capital projects.
- Provide accounting and financial support to internal management, including, but not limited to, monthly project financial reports and account analyses.
- Review all purchase orders, change orders and applications for payment to ensure compliance with key control objectives and risk mitigation measures.
- Effectively communicate with other financial affairs personnel regarding project accounting procedures, reporting deadlines, project and invoice approval requirements.
- Assist other financial affairs personnel with preparing year-end work-papers for fixed assets, which include, but are not limited to, reconciling open and closed capital projects.
- Support both internal and external audits.
- Employ problem-solving skills and analysis and report problems as necessary.
- Provide ad hoc reports and complete special requests for management as requested.
- Perform all other duties as assigned.

**Qualifications:**

- Bachelor's degree with an accounting concentration.
- Approximately five years of accounting or budgeting experience.
- Ability to multi-task and meet deadlines.
- Detail oriented and self-motivated; ability to work independently.
- Excellent time management, organizational, written and verbal communication skills.
- Strong computer skills, specifically in Excel.

- Self-starter, team player, and detail oriented.
- Strong passion for, and commitment to, the College's mission.
- Ability to work some late evenings and weekends as necessary.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multicultural college community and the Franciscan traditions of St. Francis College.
- Ability to relate to the many different constituent groups on campus is required.

About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by clicking [here](#).