

JOB DESCRIPTION

TITLE: Manager of Budget, Travel & Special Contracts

REPORTING SENIOR: Vice President of Finance and Administrative Services

JOB OBJECTIVE: Perform administrative services to provide planning and budgeting support of the college mission

ESSENTIAL JOB FUNCTIONS:

- A. Prepares college Capital Maintenance and Capital Projects requests
- B. Prepares State Appropriations Request
- C. Prepares Physical Facilities Inventory, coordinates TTC Physical Facilities Inventory
- D. Prepares Cost Study budget information
- E. Monitors all budget accounts on a monthly basis, and notifies departments of problems, provides training to departments on interpreting the FRS budget statements
- F. Prepares college operating budget on FRS budget module
- G. Prepares college budget analysis using spreadsheet software
- H. Prepares and maintains a variety of PC databases for use with budgetary projections
- I. Performs monthly surprise cash audits
- J. Trains TTC personnel on FRS budget module, and coordinates TTC budget reports
- K. Prepares and maintains the Property Insurance Semi-Annual Report
- L. Maintains lease database, prepares annual TBR lease report
- M. Serves on campus committees as assigned
- N. Reconciles the payment gateway
- O. Oversees value-based security for financial applications
- P. Coordinates food service operations
- Q. Supervises the Technical Clerk assigned to travel and Sage
- R. Provides oversight and approval for all payment request vouchers for the following: travel, subscriptions, memberships, petty cash exceptions and non-vendor payables
- S. Provides oversight and approvals for subscription database, membership database and Sage database
- T. Performs other duties as required

JOB STANDARDS:

- A. Bachelor's Degree in Business or Related Field or equivalent experience.
- B. Two years' budgeting experience.
- C. Knowledge of accounting principles, PC database and spreadsheet experience required.

JOB LOCATION:

The primary job location is the College's main campus. Occasional travel throughout the county service area may be required.

EQUIPMENT: Use of telephone, computer equipment, and other standard office equipment as required to accomplish essential job functions

CRITICAL SKILLS/EXPERTISE:

- PC database, word processing, and spreadsheet experience.
- Computerized budget system experience.
- One year of accounting coursework, or equivalent bookkeeping experience with general ledger reconciliation.
- Ability to establish and maintain an effective working relationship with employees and the public.

NON-ESSENTIAL FUNCTIONS: None

Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer