Associate Director - Finance

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The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to departmental budgets, qualifications, experience, education, licenses, specialty, and training. The above hiring range represents the University's good faith and reasonable estimate of the range of possible compensation at the time of posting.

Position Summary

Columbia College Finance is responsible for the effective financial management of all aspects of the College, including overseeing tuition revenue, financial aid expenses, management of College endowed funds, and oversight of annual expenditures. The CC Finance office works collaboratively with all College units to ensure that budget parameters are met and College and University policies are followed.

The Associate Director is responsible for the administration of a wide range of financial activities for Columbia College including procurement services and expense tracking, operational support for the Columbia College Dean's Office, and analytic support to the Chief Finance and Administrative Officer. The incumbent reports to the Executive Director, Columbia College Finance and will also work under the direction of the Director, Strategic Financial Planning and Analysis. The incumbent will possess strong customer service skills and a proactive approach, keep abreast of the latest policies and procedures, and promote accountability of administrative and financial activities.

Responsibilities

- Responsible for the accurate and prompt processing, verification, and coding of expenses for invoices, business expense reimbursements, check requests, travel advances, purchase order requisitions, purchasing card purchases, and wire transfers in the financial accounting system (ARC), from the time the invoice is received until the payment of the item is completed.
    - Review ARC for rejections, corrections, vendor maintenance, and voucher holds.
    - Monitor invoice and requisition aging in ARC to ensure prompt payment.
    - Resolve inquiries on payment status for internal and external constituencies.
    - Research and reconcile financial activity on a routine basis to ensure appropriate accounting and problem solves discrepancies.
    - Maintain record of financial transactions in accordance with University and College policies.

- At the direction of the Executive Director, responsible for approving requisitions, journal vouchers, expense reimbursements, and other financial accounting transactions.
- Interpret and apply University and College financial policies, purchasing guidelines, and travel and business expense rules; ensure internal control procedures are followed.
- Support the financial operations of the Dean's Office. Oversee financial transactions for the Dean's Office, including providing feedback on the budget availability and the appropriateness of transactions. Partner with the Executive Director of CCIT and the Assistant Director of Administrative Operations and Student and Family Liaison to manage the procurement of items to support College operations. Track the overall technology and plant budgets.
- Provide analysis and decision support as needed to the CC Finance team using University systems, Excel and other tools, including AI. Leverage University systems to streamline reporting, and improve the efficiency of financial operations.
- Contribute to College-wide finance initiatives and projects including but not limited to, updating documentation of financial procedures, communicating information about financial policies and processes, identifying ways to streamline processes, and provide training on University and College financial procedures.
- Safeguard confidential information and ensure compliance with data governance expectations.
- Recommend and implement process improvements that streamline workflows, reduce errors, and enhance transparency.
- Perform other related duties as assigned.

Minimum Qualifications

- Bachelor's degree and/or its equivalent.
- Minimum of three to five years of relevant financial or accounting experience required, with a preference for relevant experience in a higher education setting.
- Progressive experience in finance administration, procurement or expense management is critical.
- Excellent oral and written communication and interpersonal skills are necessary.
- Must be organized and task oriented with the ability to establish priorities and follow up on multiple issues in a time sensitive manner.
- Ability to work under pressure and without supervision and good independent judgment required.
- Have ability to exercise a high degree of diplomacy, discretion, firmness, and collaboration in dealing with individuals at all levels.
- Great discretion will be required as the incumbent will be dealing with confidential information.
- Excellent technical skills required including knowledge of Microsoft Office Suite, specifically strong Excel skills (for analysis, reporting and problem-solving).

- Must have, or be able to acquire quickly, a detailed knowledge of University policies, procedures, and systems.

Preferred Qualifications

- Familiarity with higher education financial systems or other enterprise systems is a plus.
- Experience with data management tools and reporting software preferred.

Equal Opportunity Employer / Disability / Veteran

Columbia University is committed to the hiring of qualified local residents.