

ASSOCIATE DEAN OF ADMINISTRATION

The Associate Dean of Administration is responsible directly to the Dean of Administration for functions relating to financial accounting, budget preparation and execution, financial reporting and Business Services. He/she shall:

- provide direct supervision of accounting records pertaining to annual operating funds;
- provide direct supervision of the receipt of all operating revenues, including student tuition and fees, charge-back billings to other counties, NYS Tuition Assistance Programs, and funds paid by other agencies and sources on behalf of students, including contributions from the County of Dutchess and the State of New York;
- provide direct supervision of the receipt and disbursement of all funds for Federal programs, including student loans and grants, and grants under the Vocational Education Act and other programs; development of accounting records for the proper recording of transactions in such funds; and preparation of periodic reports on such funds as required by internal management and Federal, State and other agencies;
- provide direct supervision of the Purchasing and Central Services functions of the College;
- provide direct supervision of payroll functions including the preparation of required data for the computer, verification of computer reports, salary deductions and withholding items (taxes/etc.), retirement plans, tax-deferred annuities, W-2 and 1099 (retirement plans) processing and the various retirement system reports and other reports and actions affecting payment of personnel and payroll history of employees;
- supervise expenditures of all funds within approved departmental budgetary allocations and monitor the annual operating budget for approved expenditures;
- assist in the control of purchasing of all supplies and equipment items according to budgetary approvals;
- ensure that the College follows proper procedures based on NYS purchasing regulations to include bids, quotes, etc.;
- supervise preparation of semi-annual and annual reporting of payroll data to the appropriate governmental agencies (NYERS, NYSTRS, 941, W-2, etc.)
- supervise payment of payroll related expenses for tax-deferred annuities, taxes withheld, credit union, child support, garnishments, TIAA/CREF bi-weekly retirement payments;

- develop and supervise internal accounting system under general guidance received from the State University and Dean of Administration, optimizing the use of available computer center facilities and programming support;
- assure the development and implementation of accounting systems which will provide for proper accounting of receipts and expenditures of all funds according to guidelines furnished by appropriating authorities, including Federal Agencies for funds received from federal sources;
- oversee the preparation of financial reports required by appropriating or granting authorities and for financial reports and statements required by internal staff elements and departments to assist in control of expenditures of funds within approved budget allocations;
- prepare and/or supervise the preparation of financial and statistical reports required for internal management and by external agencies;
- manage the investment of funds not required for immediate current operations in order to maximize interest income;
- prepare and distribute budget request forms and instructions to departments for the submission of annual operating and capital equipment budget requests;
- assist, coordinate and prepare the annual operating budget through the accumulation and consolidation of data received from department heads and the calculation and determination of estimated revenues and expenses;
- assist in the preparation of capital budgets and the preparation and processing of reimbursement claims relating to operating and capital construction expenditures;
- assist and monitor the maintenance and updating of capital equipment inventory records to assure the proper recording of charges in inventory as a result of purchasing actions or transactions involving the disposition of property;
- assist external auditors with annual audit, including preparation of their workpapers;
- provide accounting support for DCC Foundation;
- develop and/or assist in the development of financial data required for, or in support of, long-range planning;
- serve as a member of the Administrative Staff Council;

- assist in control of purchasing of all supplies and items of equipment according to budgetary approvals;
- act as primary back-up for the Dean of Administration, assuming his/her responsibilities during their absence;
- assume other responsibilities as assigned by the Dean of Administration.

Desired Qualifications

Education: Master's in business administration or accounting or public administration or CPA required.

Experience: Five (5) years minimum, in financial office management, to include: budgeting, auditing, accounting, knowledge of data processing methods and systems for payroll, purchasing and accounting operations.