

## **Colorado Mountain College Position Description**

Title: Information Technology Fiscal Manager, Central Services  
FLSA Classification: Non-Exempt (Hourly)  
Hiring Salary Range: \$46,786 - \$51,985 (\$22.49 - \$24.99)

### Primary Responsibility

Under the direction of the Executive Director of Information Technology, this position actively participates in a variety of fiscal functions for the Information Technology department, department accounts, fund, and budget management. The Information Technology Fiscal Manager uses accounting principles and business office management practices in support of the budget and financial needs of the Information Technology department, ensuring compliance with all College fiscal principles and processes.

This position may serve as a lead to other team members and may advise management regarding the effective use of resources and methods to maximize budget.

### Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. Examples of ideal qualifications may include an Associate's Degree in accounting, finance, or related field or equivalent, plus three years of related experience, or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position. Supervisory experience may be beneficial.

Special Skills or abilities directly applicable to the position: knowledge of generally accepted accounting principles and practices, business office operations, budgeting, profit and loss statements, recordkeeping management systems and techniques. Quantitative/qualitative analysis. Organize and prioritize workload and meet deadlines, perform accurate calculations, utilize automated computer programs, and prepare financial reports and spreadsheets. Familiarity with Microsoft Office particularly Excel.

Applicants must demonstrate a commitment to working in a culturally competent environment and the ability to effectively work with students, employees, and community members having diverse backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

### Essential Duties

1. Uses college ERP software to record, store, maintain and analyze financial information. Includes assigning revenues and expenditures to appropriate accounts or functions and posting appropriate records. Determines whether expenditures have been made in accordance with valid procedures and within budgetary constraints. Prepares journal entries and input documents to correct users' errors or perform charge-outs.
2. Examines large volumes of invoices, expense vouchers, and other source documents to verify obligations and post appropriate records. Maintains electronic records and files related to accounting activities. Initiates requisitions for purchase orders and request for proposals (RFP) and/or quotes (RFQ) in accordance with purchasing guidelines.
3. Serves as a resource to college employees, and provides responsive, high quality service to representatives of outside agencies and members of the public, by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
4. Compiles and analyzes data for special and regular financial reports. Summarizes financial data to keep financial records. Analyzes quarterly budget spreadsheets and identifies any problem areas.
5. Advises college leadership on effective uses of resources, methods to maximize resources, and best budgeting practices. Coordinates and balances annual budget submissions from all departments across the campus. Provides budget training to all level of positions in the department.
6. Serves as a designated buyer for the Information Technology department. Works with college departments, vendors, Risk Management and Purchasing Department to ensure that Certificates of Insurance are current and compliant with CMC policy.
7. Coordinate annual and off-cycle capital funding processes related to technology purchases and approvals.
8. Serves as backup to other departments within Central Services for the tasks similar to those detailed above.
9. Other duties as assigned.

### Supervision Received

This position reports to a designated administrator.

### Supervisory Responsibility

None

Special Conditions of Employment

Successful completion of a background check including motor vehicles records report will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 25 lbs; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

HR Reference Information:	
Position group and code:	<i>430160/512000 2020CUPAdata</i>
Date of review:	<i>03.26.2020</i>

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NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.