



Position Title:	Program Manager	Job Code:	0702
Reports To:	Assistant Controller	Job Group:	PEC
Department:	Business Affairs	Salary Grade:	15
Prepared By/Date:	Milagros Roman/09-04-2007	FLSA Status:	Exempt
Approved By/Date:	Gregory Knott/09-04-2007		
Revised:			

Summary:

The Program Manager reports to the Assistant Controller of Business Affairs. The Program Manager is primary responsible for processing and analyzing by reporting financial information for Unexpended Plant Funds-Fund 7.

Essential Duties and Responsibilities:

- Creates of new accounts (control and expense accounts)
- Processes routine daily work
- Files required report to funding agencies.
- Assists department in year-end work for annual financial reports; such as list of completed and in-progress projects, retainage, depreciation, capital assets, etc)
- Works on Ad Hoc requests.

Knowledge, Skills and Abilities:

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures.
- Knowledge and commitment to the college mission.
- Knowledge of current technical developments/trends in area of expertise.
- Excellent organizational and communications skills (both oral and written).
- Knowledge of PC applications and solid computational skills along with basic finance and accounting knowledge.
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from top management, groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to work with user communities of diverse backgrounds and skill levels.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree (BA or BS) from an accredited college/university in a related field of study such as Accounting, Marketing and six (6) years of directly related experience preferably in Capitol Accounting.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name