



Position Title:	Program Leader	Job Code:	0711
Reports To:	Finance Director	Job Group:	PENC
Department:	Business Affairs	Salary Grade:	14
Prepared By/Date:	Carlos Martin/9-17-2007	FLSA Status:	Exempt
Approved By/Date:	Gregory Knott/9-17-2007		
Revised:	Jennifer C. Brito/5-22-2009		

Summary:

The Program Leader is primary responsible for providing the college and MDC Foundation with a broad range of general experience in accounting, cash management, finance, customer service, and employee training, and supervision.

Essential Duties and Responsibilities:

- Manages account payable system using The Financial Edge program
- Manages Vendor communication.
- Verifies check requests documents for processing.
- Processes requests in The Financial Edge System.
- Manages departmental communication for finance related issues.
- Prepares batch for DOF authorization.
- Manages the receipt of walk-in cash and checks contributions.
- Prepares cash deposit and deliver to the bank.
- Communicates with staff daily.
- Assists DOF in examining and processing College scholarship billings and payments.
- Provides office financial support to management and staff in absence of DOF.
- Contributes to Foundation's purpose and goals.
- Provides historical research as needed.
- Assists new employees with system training and office procedures.
- Supervises part-time employees.
- Performs other related duties as assigned.

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 with major in Business Administration, Accounting, Finance or related field from a regionally accredited institution and five (5) years of responsible work experience; or Masters degree in related field from a regionally accredited institution and one (1) year of responsible work experience.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name