**Director of Auxiliary Services (Confidential Business Manager) in Bronx, New York**

POSITION DETAILS

Reporting to Assistant Vice President for Financial Operations at Lehman College, the Director of Auxiliary Services exercises considerable independent judgment in managing and directing the Office of Campus Activities which is responsible for administering the financial operations in support of the College's related entities including the Lehman College Association for Campus Activities, the Lehman College Auxiliary Enterprise Corporation, the Lehman College Student Childcare Center, and the Lehman College Art Gallery. Responsible for the administration of all financial functions for these entities including payroll, accounts payable and receivable, financial reporting, and third party contract administration. Supervises staff and interacts regularly with members of the College community including faculty and staff, students, vendors, as well as the Boards of these corporations. Ensures that all office activities are performed in accordance with the appropriate rules and regulations as prescribed by CUNY, federal, state, GASB pronouncements, IRS and regulatory regulations, and the appropriate bylaws of each of the Corporations. Serves as the Corporation's primary contact for third party vendor contracts including Cafeteria, bookstore operations, vending, motorcycle school and others.

The primary responsibility of the Director is to oversee and direct current and future auxiliary services and facilities in order to serve the best interests of the students, faculty and staff of the College. This position will provide leadership, managerial and fiduciary oversight for the College's auxiliary services and facilities including the following:

Duties include, but are not limited to:

* Works with management to create short- and long-term plans, including operational, organizational, and financial.
* Works with management and others to develop and implement operating policies and procedures.
* Manages the ongoing financial, operational, and staffing activities of the department.
* Manages operating budget and performs analysis and reporting to support decision-making.
* Oversees legal, safety, fiscal, payroll and other compliance requirements.
* Oversees facilities, technology, and materials utilized in the department coordinating with appropriate Campus services.
* Works with other Campus or University units to coordinate and plan fund-raising, grants, marketing, communications, and outreach activities.
* Independently carries out a portfolio of responsibilities under the department's purview, such as managing committees, securing approvals, and providing communications.
* Develops and implements policies and procedures that pertain to the CUNY’s related entities.
* Ensures all governmental, college and university responsibilities are met.

QUALIFICATIONS

Bachelor's Degree and eight years' related experience required. Experience in a higher education or non-profit setting managing budgets/finance for multiple contracts, entities, and projects is highly preferred. Excellent verbal and written communications skills, proven marketing and budgeting experience, customer-oriented, and a demonstrated ability to work with a diverse population are required. Experience with QuickBooks, CUNYfirst or similar PeopleSoft financial software. Accounting background/experience preferred.

The ability to communicate in writing is an important job-related competency. All candidates will draft a writing sample as part of the interview process to demonstrate their ability to write memos and letters that are grammatically correct and express information clearly.

CUNY TITLE OVERVIEW

Holds administrative responsibility for planning, development and coordination of all business operation activities.

* Manages target projections and actual revenues.
* Develops implements and directs comprehensive accounting and/or investment systems.
* Oversees preparation of consolidated financial statements and reports.
* Determines the business requirements, solutions and processes required to meet University and/or College strategic and tactical goals.
* Supervises staff to ensure that specifications for required project deliverables are met.
* Maintains security and integrity of sensitive fiscal data.
* Performs related duties as assigned.

This position is excluded from union representation.

CUNY TITLE

Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Visit www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select "Apply Now" and provide the requested information.

Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information).

For technical issues: Contact the service desk by email: service.desk@cuny.edu. If you can, provide screenshots. Please do not provide your User Account password; it is not needed to investigate any issue.

For other questions: For questions about the content of any job posting, please contact the Human Resources department: Recruiting@lehman.cuny.edu.

CLOSING DATE

Review of applications will begin 10/19/17 and continue until a candidate is identified.

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

Location: Lehman College

Job Title: Director of Auxiliary Services (Confidential Business Manager)

Job ID: 17415

Full/Part Time: Full-Time

Regular/Temporary: Regular