



“REAL WORLD” OPPORTUNITIES UNIVERSITY OF ROCHESTER

*Respect and Diversity are embraced at the University
The University of Rochester is an Equal Opportunity Employer*

Job Title: Administrator II Ref# 151745

Start Date: IMMEDIATE

GENERAL PURPOSE:

Eastman School of Music of the University of Rochester seeks an experienced Director for Finance and Human Resource Administration. Responsibilities include: manage the financial planning and analysis functions for the School, which includes financial reporting, forecasting, analysis, capital and operational budgeting and supporting senior administration with strategic planning; manage development and oversight of complex budgets, operating plans and tuition development models; provide oversight of operational financial activities within the School including procurement, accounts payables and receivables and capital asset management; develop and monitor operating standards and develop and analyze business metrics. This position leads in the development and implementation of systems and processes to support effective transaction processing, reporting, analysis and training for staff, ensures the financial integrity of the School's Financial Statements and provides School-wide communication on policy changes and updates. The successful candidate will work to provide the highest level of service, effectiveness, consistency and efficiency and will collaborate closely with Department Chairs, Administrative Department Heads and Senior Administration.

BRIEF DESCRIPTION OF DUTIES:

REQUIRED QUALIFICATIONS:

Bachelors degree or equivalent in accounting (MBA preferred); five but less than seven years experience or equivalent combination; training in financial management and audit or equivalent is essential; five to seven years in financial management and/or audit position in higher education or similar setting; minimum two to three years experience supervising financial and/or professional administrative staff. The successful candidate will have a broad understanding of information technologies and their applications, including financial and policy implications in a University setting, and strong interpersonal and communication skills including excellent verbal and written communication skills.



Qualified candidates are to specify the job reference number, job title and location where posting was detected in the subject line of the cover letter. Please email your credentials (cover letter and résumé) in the preferred format—the file should be MS Word 2003 compatible. Email credentials to judie.myers-gell@rochester.edu. To search for openings at the University of Rochester, visit online at www.rochester.edu/jobopp or <http://www.rochester.edu/diversity/staff/jobpostings.html>. Also, you may view our Benefit package at www.rochester.edu/working/benefits.