



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008

NEW BRITAIN, CONNECTICUT 06050

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RESOLUTION

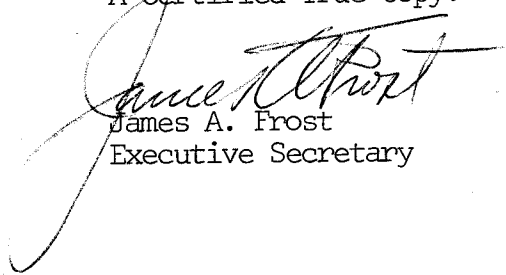
Concerning

ESTABLISHMENT OF UNCLASSIFIED POSITION TITLE
 DIRECTOR OF FISCAL AFFAIRS
 (ADMINISTRATOR III)

October 1, 1976

- WHEREAS, At Eastern Connecticut State College there is an urgent need to strengthen the staff responsible for the College's fiscal planning and related fiscal activities, and
- WHEREAS, The College has developed a proposal for a new position (Addendum A) which would provide the necessary strengthening of staff in this important area, and
- WHEREAS, The Trustees concur in the need for such strengthening and view the proposed position as sound, be it
- RESOLVED, That the position of Director of Fiscal Affairs is hereby established within the Administrator III category, at Eastern Connecticut State College.

A Certified True Copy:


 James A. Frost
 Executive Secretary

EASTERN CONNECTICUT STATE COLLEGEDirector for Fiscal Affairs
(Administrator III)Primary Function

The Director for Fiscal Affairs - has primary responsibility for the development and maintenance of the College's accounting and other fiscal records.

Major Responsibilities1. Budgetary

- 1.1. Preparation of budget requests and expenditure plans for the College.
- 1.2. Providing continuous analysis and evaluation of the financial performance of the College's enterprises and developing with the Director of the Computer Center automated record keeping systems.
- 1.3. Maintaining accounting records and directing Accounting Department in the preparation of reports.
- 1.4. Maintaining and updating Personnel Data Bank for computer analysis.

2. Management Information

- 2.1. Compiling financial data and reports in HEGIS, WICHE, and other appropriate higher education formats as required by the Board of Trustees, other State agencies and the Legislature and supplying to College officers accurate up-to-date budget and expenditure data for fiscal management and planning.
- 2.2. Providing assistance to the faculty and administration in the preparation and development of budget proposals for extramural financial support, and developing and maintaining a reporting format for all budget officers, automating the budget process.

3. Accounting

- 3.1. Developing and maintaining an automated accounting system for all money and property at the College, coordinating with the Business Office in purchasing, payroll, cashiering, inventory control, etc.

Educational and Experiential Requirements

A minimum of ten years experience in business management of which at least two years must have been in the area of executive financial management in an organization having a multi-million dollar operating budget, preferably in higher education, a college or university; or an MBA degree from an accredited university or college and four years business management experience with at least two years in the area of executive financial management of a university or college having a multi-million dollar operating budget.