

Senior Finance Manager
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=228713>

Downloaded On: May. 9, 2024 9:37am

Posted Jan. 11, 2024, set to expire Jul. 12, 2024

Job Title Senior Finance Manager

Department Systems Engineering Research Center

Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Jan. 11, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Financial Planning/Budget Management

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Senior-Finance-Manager_RQ27681

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Job Description

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This position offers a highly-qualified individual the opportunity to perform in a critical role within the Systems Engineering Research Center (SERC) at Stevens Institute of Technology. The Senior Finance Manager will work under the overall direction of the Director of SERC Financial Operations to plan, design, and coordinate the implementation of sound accounting, financial management, and control systems and procedures. The role requires understanding research administration and operations including pre-award, post award, financial operations, and strategy, and the successful candidate will assist in driving cross-functional research initiatives, executing overall research strategy and supporting SERC's mission as a high-impact, leading systems engineering research center.

The successful candidate must possess: strategic thinking skills with the ability to coordinate a large number of complex tasks and reprioritize as needed; a high level of initiative, organization and intellectual curiosity with a results-oriented perspective; superb time management skills; excellent interpersonal skills with a strong aptitude for forging connections across lateral groups; written and verbal communication skills; the ability to anticipate obstacles and pro-actively and creatively problem-solve; and the ability to maintain situational awareness of program statuses, risks, and opportunities and flexibility in dealing with a range of working styles and competing demands.

The ideal candidate will be someone who appreciates that technology is continually changing how enterprises develop and organize the systems that drive creative solutions, innovation and efficiency.

Key Responsibilities:

- Provide expertise and insight into SOP creation and implementation.
- Assist Director of Finance with process and efficiency review and improvement.
- Assist Director of Finance with review and updating of effort management procedures and implementing change.
- Manage and integrate Finance team activities to ensure compliance with contract and University requirements.
- Review monthly Summary of Costs report for accuracy and identify problems and solutions.
- Assist Director of Finance with leading a monthly conference call with Government officials to discuss reported financials.
- Work with Director of Finance to develop standardized training and on-boarding plan.
 - On-board newly hired Finance team members.
- Provide leadership to Finance team, including:
 - Provide training to current Finance team members.

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- Hold weekly one-on-one meetings with each Finance team member.
- Hold weekly Finance team meetings to disseminate information, discuss issues, and problem solve.
- Hold daily open “office hours” for Finance team.
- Work directly with Finance team to assist with analyzing projects and projection reports.
- Provide leadership and direction to resolve issues and challenges encountered.
- Hold weekly open “office hours” for Research Team (RT) Principal Investigators (PIs).
- Identify problematic RTs and meet with Finance team and PIs to develop a plan to correct issues.
- Review and approve financial reports prior to sending to PI.
- Hold quarterly meetings with PI to discuss and review RT financial reports.
- Assist with sub-contract monitoring (intervening when sub-contractors are under/overspending, contract execution, etc.) and identify areas for improvement.
- Review monthly Summary of Costs report for accuracy and identify problems and solutions.

Qualifications & Requirements

- Bachelor's degree in accounting or business management required; advanced degree in accounting, business or project management is preferred.
- 8 years experience in an academic setting or business unit related to research administration and/or finance. CRA preferred.
- Knowledge of U.S. Office of Management and Budget (OMB) Uniform Guidance and U.S. government Federal Acquisition Regulations (FAR), including working knowledge of Defense Federal Acquisition Regulations (DFAR).
- Working knowledge of the Microsoft suite, including significant proficiency in Excel, and proficiency in Workday business management software and Quali financial software.
- Additional training in or experience with government contracts is an advantageous qualification.

ADDITIONAL INFORMATION

This position requires access to information that may be subject to export control requirements. Successful candidates must be qualified for such access without an export control license. As a result, US citizenship or LPR (Lawful Permanent Residence) is required.

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SERC and AIRC

General Submission Guidelines

In order to be considered a candidate for any job at Stevens, you must submit an online application. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu

Department

Program Operations SERC

General Submission Guidelines:

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

Academic Submission Guidelines:

Please submit:

- Cover letter
- Curriculum vitae
- Research statement

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- Teaching statement that includes a) teaching interests, b) teaching philosophy, and c) a plan on how to create an inclusive environment for students of all backgrounds in terms of classroom teaching, student advising, and graduate student mentoring
- Contact info for at least 2-3 references (school-specific; please refer to job posting)

Still Have Questions?

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EEO Statement:

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff, and student body and strongly encourages applications from people of all backgrounds. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

NSF ADVANCE Institution

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Stevens values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with disabilities.

Jeanne Clery Disclosure:

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report which includes statistics mandated by the Clery Act. Click [here](#) for a copy of this report.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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