GORDON COLLEGE

Position Description

Title: Budget and Risk Coordinator

Function: Under the direction of the Director of Finance and Controller and in cooperation with other areas of the College this position provides data gathering, data analysis, work-flow planning and other support functions for the College’s Budgeting Process and Risk Management Program.

Description of Duties and Tasks:

1. Assists in collecting, analyzing and preparing the annual operating budget plans, helping to ensure compliance with procedures regulations, policies, and best practices.
2. Builds and maintains financial models and reports that contribute to the financial planning efforts.
3. Prepares, reviews, analyzes and disseminates as appropriate various budget reports on a monthly, quarterly or annual basis and ensures financial information has been recorded accurately.
4. Assists in developing revenue/expense analyses, projections, cost analysis and other financial management reports using Microsoft Excel or by designing custom reports in Management Reporter.
5. Provides advice and assistance to academic and staff personnel in understanding financial reports and data, in controlling costs, and in fulfilling budgetary goals.
6. Assists in the preparation of quarterly debt covenants for distribution to bondholders and forecasts future ratios to ensure compliance is met. Timely alerts to the Director of Finance and Vice President for Finance when negative trends develop to ensure corrective actions can be taken prior to default.
7. Works with various departments in preparation of annual statistical data needed to complete external surveys, as requested, including (but not limited to) IPEDS, AAUP, NACUBO, Financial Aid Survey, and CCCU Annual Salary Survey. Prepares analysis of data and review of results as needed.
8. Administers the Housing Assistance Program for faculty and staff. Calculates second mortgage amounts; works with employees in obtaining financing; maintains legal documentation needed to enact mortgages at the closing; establishes repayment procedures through payroll. Processes monthly billing; reconciles accounts to the general ledger.
9. Assists with relationship management activities as contact person for insurance company representatives and/or attorneys regarding matters of risk management and insurance, provides information concerning claims and legal filings as requested.
10. Assists in budgeting for and managing the college’s insurance portfolio by assessing values and controlling risks and losses.
11. Maintains awareness of the changing exposures, changing costs and legal requirements of risk control in order to update senior managers on risk management policies and management efforts with determination of corrective action plans.
12. Conducts claims evaluations, accident inquiries, accident inquiries, and evaluates risk management claims information to identify significant hazards and loss trends and identify and recommend preventive measures and corrective actions.
13. Serves on the College’s Safety Committee and assists in the development of college-wide risk, loss control and safety programs and supports college campus departments by providing support in the implementation of these strategies, programs and loss control techniques.
14. Provides support to campus departments by establishing and reviewing requirements for contracting, special events and other risks.
15. Assists in the management of the student medical insurance program and athletic accident program by reviewing annual notices sent to students and parents, making suggestions as necessary to the program’s efficient running; works with the Student Financial Services office to update student bills, answers questions for students and parents regarding the specifics of policy and coverage information, and oversees all claims activity. Maintains internal website regarding insurance information.
16. Annually prepares an updated statement of values for property as well as vehicle inventories by corresponding with necessary departments, supervisor and insurance broker. Gathers necessary information and completes accident and property damage reports to timely file with the insurance broker.
17. Answers insurance policy and coverage questions for members of the campus, clarifying with the insurance broker as needed.
18. Maintains a summary log of all policy and coverage inquiries made to expedite future queries.
19. Prepares first draft for annual property and vehicle renewal forms and presents to supervisor for approval.
20. Responds to all certificates of insurance requests from campus departments so as to allow participation in off campus events. Communicates all relevant information to the insurance broker for requests to be completed.
21. Helps gather information for annual insurance audit including general liability, property and vehicle policies.
22. For student medical insurance program and athletic accident program, regularly corresponds with the insurance company, works with the Student Financial Services Office to update student bills, answers questions for students and parents regarding the specifics of policy and coverage information, and oversees all claims activity. Maintains internal website regarding insurance information.
23. Manages certain aspects of College real estate, which includes but is not limited to liaising with attorneys and other third party business vendors as well as processing related payments.
24. Works with the college fleet manager in maintaining vehicle registrations. Updates the insurance company with changes in vehicle status throughout the year. Maintains updated vehicle inventory list including leased vehicles and their current status. Tracks and allocates vehicle lease payments by departments. Processes and allocates vehicle insurance monthly invoices.

**Required Knowledge, Skills and Abilities**

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.
2. Bachelor’s degree required. Accounting or Finance concentration(s) desired.
3. Three years of experience in a related capacity desired.
4. Strong computer skills; highly experienced using Excel including mathematical and logic formulas, MS Office Suite and database management programs.
5. Awareness of the general objectives, status and confidentiality of the various activities directed by the Finance Office and other executives in this support area.
6. Demonstrates general business acumen and has the ability to provide solutions for insurable and non-insurance related business risk issues.
7. Exceptional customer service skills and orientation, including superior telephone and interpersonal skills to respond to employees, students, parents, brokers, vendors, and applicants in a personable, tactful and professional manner.
8. Strong written and verbal communication skills.
9. Ability to deal constructively and effectively with faculty and staff members and Trustees.
10. Ability to multi-task, demonstrate initiative, and work with minimal supervision. Ability to be flexible, accurate, dependable and efficient. Strong attention to detail.
11. A high level of integrity, sound judgment, and ability to maintain the highest level of confidentiality.

DOF-BRCORD-1
Grade: 4
FLSA Status: Non-exempt