



STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050
TEL. NEW BRITAIN: 203-~~827-7700~~ ~~827-7700~~ ~~827-7700~~

AUTHORIZING RESOLUTION

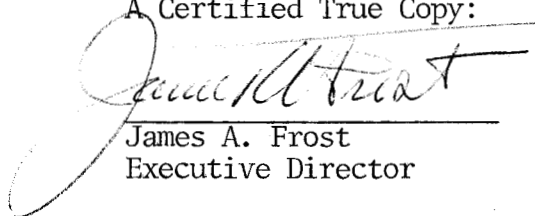
concerning

Alteration in Duties
for
Director of Fiscal Affairs/Administrator VI
at
Southern Connecticut State College

December 3, 1982

RESOLVED, That the duties for the position, Director of Fiscal Affairs/Administrator VI, at Southern Connecticut State College be altered effective December 3, 1982, in accordance with all provisions and expectations as set forth in the proposal dated November 9, 1982, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

To: Executive Officer for Faculty and Staff Affairs

From: Southern Connecticut State College,

Frank Harrison
President

Concerning: _____ New Position, X Existing Position (Vacant/Filled)

Proposal:

Salary adjustment commensurate with additional duties assigned.

Proposed Position:

Title/Rank Director of Fiscal Affairs (Admin. VI)

12-month			
<u>Full-time Perm.</u>	<u>\$34,511</u>	<u>General</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen.,	Bargaining Unit
Full-Part-Time		Ed. Ext., Aux.)	
Temp. - Perm.			

3. Summary of Function (attach required job description)

Attached

4. Rationale for Altering or Establishing Position

5. Conditions of Employment if Changed or Different from Norm.

N/A

Central Office Use

Consultation with Bargaining Unit

Completed _____

Approved:

1. For Submission to PERC _____

2. By Committee/Board _____

Comments:

Date

Signature

UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Director of Fiscal Affairs/Administrator VI

Fund: General

Position Type: Permanent Part-time

Effective Date: December 3, 1982

Cost: \$1,000 per year

Campus: Southern CT State College

Proposal: To add to the duties of the existing position and to alter the compensation accordingly.

Summary: See attached job description.

Date: November 9, 1982

Thomas Therriault

Name

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

Position Title: Director for Fiscal Affairs

Administrative Rank: Administrator III

Department: Administrative Affairs

POSITION SUMMARY

The Director of Fiscal Affairs - has primary responsibility for the development of the college's financial plans and related fiscal activities.

POSITION RESPONSIBILITIES

1. 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.

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.
- 2.2 Providing information to assist intramural understanding of the fiscal procedures and policies.
- 2.3 Providing assistance to the faculty and administration in the preparation and development of budget proposals for extramural financial support.

3. Management Information Systems

- 3.1 Direct the design and installation of manual and computerized accounting, budgeting, control recording and reporting systems that interface administrative affairs with all other functional areas of the college.
- 3.2 Direct the preparation of computerized program specifications that are related to systems designs and provide technical assistance to programmers and computer systems analysts through testing, parallel and installation phases of computer programs.
- 3.3 Direct the preparation of procedural manuals that incorporate instructions and audit practices for manual and computerized systems.

POSITION RESPONSIBILITIES - Continued

4. Business Management

4.1 Overall responsibility for the business functions of the college including accounting, cashiering, payroll, and disbursements.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

ADMINISTRATIVE FACULTY

Thomas J. Conroy

IMMEDIATE SUPERVISOR

W. Scherman

DEAN OF PERSONNEL ADMINISTRATOR

L. Eugene Dixon

September 17, 1979

Thomas Therriault
NAME

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Director of Fiscal Affairs

ADMINISTRATIVE RANK: Administrator VI

POSITION SUMMARY:

POSITION RESPONSIBILITIES: (Additional)

Addendum to job position description attached.

4. Business Management

- 4.2 Manage and operate an integrated management information system translating encumbrance and expenditure information into a source and use of funds for reporting to top management.
- 4.3 Manage and operate a program of decentralized financial planning providing guidance, methods and procedures, coordinating departmental participation and management interaction.
- 4.4 Manage and operate a program of student debt deferral including responsibility for counseling students on their debts to the college, establishing debt repayment and issuing net checks to students for financial aid and Guaranteed Student Loans.

ADMINISTRATIVE FACULTY Richard V. Farrell

IMMEDIATE SUPERVISOR Miss [Signature]

DEAN OF PERSONNEL ADMINISTRATION Roger J. Bergh