

Manager, Budgets  
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=256330>

Downloaded On: Jul. 2, 2025 2:51am

Posted Apr. 30, 2025, set to expire Aug. 28, 2025

**Job Title** Manager, Budgets  
**Department** All Jobs  
**Institution** Community College of Philadelphia  
Philadelphia, Pennsylvania

**Date Posted** Apr. 30, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Director/Manager  
Professional Staff

**Academic Field(s)** Administration - Accounting & Finance

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**Apply By Email**

**Job Description**

## Posting Details

### Position Information

Position Title: Manager, Budgets

Requisition Number: SCA00837

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### General Description

The Manager, Budgets provides assistance to the Associate Vice President, Budgets & Business Services in the preparation, monitoring and review of the College's operating and capital budgets, and risk management functions. This position performs various financial and operational analysis on monthly, quarterly and annual basis; ad-hoc analyses as needed, liaises with operating departments and provides accounting and reporting for all construction and capital project activities. The Manager, Budgets provides leadership, development and management of the auxiliary services operated by the College and its business partners.

### College Intro

*Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in this city and beyond.*

*Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.*

### Specific Responsibilities

- Assist the AVP in the preparation of the College's annual operating and capital budgets and long-range planning models and monitor current budgets. Back up AVP in matters related to senior management including the Board of Trustees as well as operating departments.
- Meet regularly with the assigned division organization managers to review and discuss overall budget status and detail.

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- Provide Banner Finance training to organizational managers and support staff on the proper use of the college's financial and budgeting system as well as College policies and procedures
- Prepare various financial analyses of budgets and high-expense contracts and budget lines.
- Provide analyses and reporting for construction and capital projects.
- Create required journal entries and financial analyses related to monthly and year-end processes and ad-hoc analyses as required.
- Serve as the back-up security officer and trainer for the Banner Finance module.
- Monitor activities related to position control including labor distributions and encumbrances.
- Develop and manage internal control procedures for auxiliary enterprises to ensure compliance with College policy and procedures and GAAP.
- Manage bookstore operations in collaboration with contracted vendor; monitor contract pricing and mark-ups, maintain performance reports and data to resolve ordering problems and provide recommendations for improved operations.
- Develop and manage the operating and capital budgets associated with the auxiliary services, including revenue and expense projections.
- Supervise assigned staff and provide leadership in the absence of the AVP.
- Deliver quality customer services to both internal and external constituents in a professional, helpful and courteous manner.
- Maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds.
- Other duties as assigned.

### Minimum Qualifications

- Bachelor's degree in Business, Finance or Accounting required. Any and all degree(s) must be from a regionally accredited institution of higher learning.
- Five (5) years of experience analyzing fiscal data, programs and operations within an education or non-profit environment required.
- Demonstrated ability to create short and long term financial projections utilizing forecasting and financial data required.
- Prior supervisory experience required.
- Experience in an integrated systems environment with the ability to query databases and utilize a report writer (Ellucian Banner, Tableau, Argos, etc.) required.
- Demonstrated ability to deliver a high level of response and customer satisfaction required.
- Intermediate to Advanced skills in MS Excel, Access and Word required.
- Excellent organizational, interpersonal and communication skills (both verbal and written) required.

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- Ability to build strong and positive relationships throughout the College community required.
- Ability to work across organizational units and interact with diverse populations required.
- Ability to maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds required.

### Preferred Qualifications

- Knowledge of Accounting standards is preferred.

Work Location: Main Campus

### Benefits Summary

#### Benefits:

*“Success Starts Here” at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.*

#### Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

#### Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

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For More information about the College benefits and eligibility based on employee class, please visit:  
<https://www.mycap.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 4

Min Salary/Hourly Rate: \$62,672

Max Salary/Hourly Rate: \$103,410

Job Posting Open Date: 04/28/2025

Type of Position: Administrator

Employment Status: Full-Time

### Special Instructions to Applicants

**Interested candidates should complete an online application.**

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

*Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.*

### Supplemental Questions

Required fields are indicated with an asterisk (\*).

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1. \* How did you hear about Community College of Philadelphia?

- CareerBuilder.com
- HigherEdJobs.com
- LinkedIn
- The Chronicle
- Veterans Job Fair
- Professional & Technology Diversity Career Fair
- AL DIA - Diversity Career Fair
- Community College of Philadelphia Website
- Indeed.com
- Other

1. \* If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

2. (Open Ended Question)

3. \* What is the highest level of education you have completed?

- No Response
- High School/GED
- Associates Degree
- Bachelor's Degree
- Master's Degree
- Doctorate
- Other

1. \* Do you have five (5) years of experience analyzing fiscal data, programs and operations within an education or non-profit environment?

- Yes
- No

1. \* Do you have a Bachelor's degree in Business, Finance or Accounting?

- Yes
- No

1. \* Do you have a knowledge of Accounting standards?

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- Yes
  - No
1. \* Salary bands at the College cover a wide range to accommodate varying levels of experience. Generally, salaries fall within the low to mid-range of the posted amounts, with some roles allowing for more negotiation. Please confirm that you have reviewed the salary range and are comfortable with it by responding "yes." Our benefits significantly enhance the total compensation package for full-time staff and include college-paid medical, dental, drug, life, and disability insurance; tuition remission for courses at the college; forgivable tuition loans for accredited institutions; a 403(b) retirement plan with a 10% College contribution and a 5% employee contribution; flexible spending accounts.
- Yes, the salary range is within my expected salary expectations.
  - No, the salary range is not within my expected salary expectations. (Please note: responding with this answer will disqualify you from the applicant pool, as the range will not exceed the posted ranges.)

## **Documents Needed to Apply**

### **Required Documents**

1. Resume
2. Cover Letter/Letter of Application

### **Optional Documents**

1. References

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**Contact Information**

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

**Contact** Abby Ametrano Aametrano@ccp.edu  
All Jobs  
Community College of Philadelphia

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