

Chief Budget Officer

- Provides effective leadership and direction over all policies, practices, and procedures related to the development and management of the College's multi-year financial plan
- Lead administrator of Adaptive Planning, liaison between Budget & ITS
- Consolidates and manages annual college-wide operating budget process
- Monthly financial statements, projections and variance analysis



Associate Director

- Assists with the annual budget process
- Reviews and approves budget transfer requests and allocation of funds
- Works with graduate program directors to develop and monitor budgets
- Manages and directs the State of NJ Budget submission
- Backup Adaptive administrator and trainer



Financial Analyst

- Monitors and maintains salary, fringe, and salary encumbrances
- Assists with salary forecasting and budget controls
- Assists in analysis of trends and new programs
- Reviews and recommends ways to increase efficiency within the unit and College



Financial Systems Analyst

- Assists with configuration & maintenance of Adaptive
- Verifies data is interfaced properly between Banner and Adaptive
- Serves as liaison to Adaptive technical support team
- Develops tools for other units to enhance/automate daily operations
- Provides Adaptive training for end users



Student Aides

- Monitors the "Budget" email account
- Processes budget transfer requests
- Assists with maintenance of Adaptive