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# Example of Community Affairs Job Description

Our growing company is looking to fill the role of community affairs. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for community affairs

* Oversee the development and implementation of Oracle/PeopleSoft software, and manage the conversion of existing system (QuickBooks) to the new system in collaboration with CUNY and BMCC Fiscal Office
* Prepare and submit reports to various NYC, NYS and Federal agencies on use of grant funds
* Prepare audit schedules and liaise with audit personnel during audits performed by various funding agencies
* Prepare the annual operating budgets, maintain and update budgets throughout the fiscal year
* Prepare the financial statements, financial analyses, and ad-hoc management reports for the NYS and the college
* Responsible for procurement/purchasing transactions, accounts payable/receivable, prepare and process procurement transactions
* Review and approve bank reconciliations, maintain daily cash control
* Supervise maintenance of petty cash account
* Supervise the Business Affairs Office’s employees and activities to ensure that the required reports are prepared on a timely basis
* Track the budget limits for various expenditures

## Qualifications for community affairs

* Must be able to work the duration of Program (12-14 weeks) September – December
* Minimum 3.0 GPA average
* Demonstrate strong organizational skills and initiative
* Good computer skills including with an emphasis on MS Office and social media
* Thorough understanding of and commitment to the work of Residential Living the education and character development of college students
* At least 2 years experience as a foundation or nonprofit agency manager or administrator, including fundraising, planning and execution of large-scale employee events (ranging from 30 to at least 200 employees)