

Position – Budget Director – Division of Student Affairs

Function – Responsible to the Vice President for Student Affairs for all aspects of fiscal management and financial planning for the Division of Student Affairs.

Responsibilities include preparing budget forms and various accounting documents/records appropriate for each area and for the Division as a whole; acting as financial advisor to the Vice President for Student Affairs; implementing internal control procedures; coordinating with the University's Business Services, Human Resources, Internal Audit and Budget Offices; developing financial reporting, policies, and procedures; and developing financial feasibility and planning studies.

Auxiliary Student Service Offices include:

Residence Life and University Villages; Dining Services; Health Services; Campus Recreation and University Golf Course; and University Center.

General Fund and Designated Offices include:

Admissions and New Student Services; Financial Aid; Career Services; Foreign Student & Scholar Services; and Disability Services.

Key Responsibilities:

- 1) Prepare fiscal plans and budgets:**
 - a. Coordinate annual planning documents in conjunction with department directors,**
 - b. Coordinate preparation of departmental operating budgets in conjunction with directors,**
 - c. Coordinate the annual capital allocation proposal. Facilitate the 5-year capital plan and ensure that funds are sufficient for projected needs,**
 - d. Liaison with the University's Budget Office, Business Services and Internal Audit,**
 - e. Assist with managing the Student Fee review process in recommending fee increases and new fees.**
- 2) Monitor the implementation of departmental plans and budgets:**
 - a. Review monthly financial statements (ledgers),**

- b. Assist with reconciling departmental records with financial reports provided by Business Services,
 - c. Provide specialized cost studies and management reports,
 - d. Monitor the status of major plant fund projects,
- 3) Serve as resource for departmental staff:
- a. Provide support/training for full and part time staff,
 - b. Meet with accounting staff to monitor the process for implementation and management of budgets,
 - c. Assist in the evaluation of the departmental staff involved with these activities,
- 4) Facilitate the interpretation and implementation of University, State and Federal policies concerning fiscal matters:
- a. Prepare and implement financial policies,
 - b. Review contracts and agreements, in coordination with university legal counsel,
 - c. Work with Internal Audit on problems concerning the Student Affairs area,
 - d. Monitor the implementation of all fiscal procedures and policies for each department in accordance with University, State and Federal policies,
- 5) Facilitate the interpretation and implementation of University and State personnel policies:
- a. Assist in the recruiting and selection of professional and other related departmental staff,
 - b. Assist in development and maintenance of job descriptions for departmental staff,
- 6) Supervise the Student Affairs Information Technology:

a. Through the SAIT staff, assess needs, document justification, and coordinate purchase of equipment and software in cooperation with departmental office staff,

b. Liaison with Computing and Information Services,

c. Through SAIT, maintain an awareness of trends in hardware/software developments for possible departmental applications.

7) Serve as financial advisor to the Vice President for Student Affairs:

a. Provide managerial reports and financial advice. Analyze trends and identify potential problems. Propose solutions.

b. Provide support on long range issues that affect the University and the Division of Student Affairs.

c. Other duties as assigned.

Requirements:

Strong fiscal management experience, communications, problem solving and analytical skills.