



Job Description

Position Title: Collegiate Budget Manager			
Emp Class: A1	Grade: G	Job Code: A2944	Date Posted: January 2012
<i>Regular full-time exempt position, minimum 40 hours per week</i>			

POSITION SUMMARY
Assumes responsibility for overseeing and actively planning and managing the business and budgeting services performed in the College.

KEY RESPONSIBILITIES	% OF TIME
In collaboration with the dean and department chairs, oversees the development, implementation, and maintenance of cost-effective approaches to budget management. Oversees the implementation of short and long-range financial planning initiatives for the financial, business and administrative services systems utilized within the college. *	20%
Develops, manages and audits reports regarding all of the College's fiscal operations in an effort to ensure prudent budgetary management. Serves as the centralized control point for all expenditures within the college. Apportions money for anticipated and unanticipated goods and services purchased for departments and the college. Establishes, authorizes and coordinates all purchases for the departments and the college as appropriate. Initiates and approves budget transfers and purchase orders. *	20%
Prepares detailed statistical and other financial reports on a regular basis to be used in the decision making process. Analyzes financial data and makes recommendations to department chairs and the dean regarding the most cost-effective use of resources. Reviews budgetary projections and actual operating results, identifying potential discrepancies and proposing possible solutions. *	20%
Develops, Maintains and executes, in collaboration with principle investigators (PI's) and or institutes and center directors for external grants and contract budgets.	15%
Analyzes, monitors, and oversees the use of financial, business, fund accounting, and administrative services systems across the college. Implements system upgrades and establishes new systems as necessary. Enforces appropriate financial controls, policies and procedures to ensure the integrity of these systems. *	10%
Collaborates with Financial Accounting Services, the Budget Office and Payroll, the Office of Development, and External Research Funding on financial and budgetary planning and implementation.	10%

Performs other related duties as assigned.
* <i>Indicates an "essential" job function.</i>

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WORKING CONDITIONS

Normal office situation.

PHYSICAL EFFORT

Typically sitting at a desk or table.

KEY JOB REQUIREMENTS

Formal Education:	Bachelors Degree Required.
Work Experience:	3 years to < 5 years
Impact of Actions:	Makes decisions and final recommendations which routinely affect the activities of entire organization. Position duties may include responsibility for developing strategic plans.
Complexity:	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
Decision Making:	Analytic: Supervisor is available to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
Internal Communication:	Requires regular contacts to discuss issues of moderate importance and to respond to inquiries. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion.
External Communication:	Requires regular external contacts to discuss issues of moderate importance and to respond to inquiries. Occasionally requires contacts with the public involving the enforcement of regulations, policies and procedures.
Customer Relations:	Contact with customers involves more complex servicing over the telephone, in writing or in person to resolve complaints, make adjustments or correct mistakes about a selected service, product or capability.
Managerial Skills:	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.
Knowledge & Skills:	Professional Skills: Requires knowledge of theories and practices of a professional field. This level of skill is typically reserved for an individual with a four-year degree, or a high-level vocational skill demonstrated by a number of years of on-the-position experience (i.e., management). Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues and problems.
Special Skills:	* <i>The ability to work effectively with diverse groups.</i>

This job description of the job is for identification and administrative purposes only. It is not intended to be a complete statement of all duties, which may be assigned by the supervisor according to varying needs.

Updated: January 2012