Assistant VP, Budgeting, Financial Planning and Analysis

Job Code 50017279

General Description
Responsible for developing, implementing, and maintaining the University budget and making policy recommendations regarding budgetary issues.

Examples of Duties
Track policy changes and other decisions that have an impact on current or future budgets. Present budget issues resulting from previous management decisions for consideration during the budget development cycle. Develop revenue forecasts to determine funds available to build budget Identify priority or mandatory funding issues. Develop a summary and analysis detailing budget development, including revenues, expenditures and transfers for the upcoming fiscal year. Implement university budget based on approved summary and analysis. Perform financial analysis on accounts. Identify accounts that have over expended their budget or are projected to over-expend. Make amendments to budget as requested. Produce Board of Regents report of budget changes. Perform budget analysis on accounts to verify that they will generate expected revenues. Produce management reports upon request. Work with Information Systems Services to make recommendations on automated tools to use in budget maintenance. Develop and review budgeting UPPS. Provide oversight for the development of the Legislative Appropriations Request. Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: computer applications and financial systems; SDLC, NACUBO, GAAP, and budgeting formats and practices.

Skill in: communicating and negotiating.

Ability to: read and apply budget principles and related subject matters to University Budget cycle; draft complex budgeting policies; perform complex accounting, budgeting and financial analysis.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.
Other Requirements
None.