UNIVERSITY OF RHODE ISLAND

TITLE: Director, Budget & Financial Planning

DIVISION: Administration

REPORTS TO: Vice President, Administration & Finance

GRADE: 18

SUPERVISES: Professional, technical and clerical support staff

BASIC FUNCTION:

Prepare the University’s budget for presentation to senior management, the Office of Higher Education, the Board of Education, and the Executive and Legislative branches of state government. Ensure that the budget submission reflects the mission, goals and plans of the institution. Develop in-house allocation of the budget to each division, college and department. Monitor revenues and expenditures, and project year-end financial status. Participate in decision making with senior management. Assist all areas in optimizing revenue, managing costs, evaluating new programs, and maximizing efficiencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Prepare and analyze the University's revenue and expenditure budget.

Participate in planning sessions with senior management and the Joint Strategic Planning Committee. Present budget data to the Joint Strategic Planning Committee and solicit their recommendations for utilization by the President in his deliberations concerning the budget request. Ensure that the submission of all budgets (request, allocation, mid-year) reflect the strategic plan of the institution.

Develop and implement the University's analytic budgeting system.

Analyze college and departmental expenditures and revenues. Perform cost-effective analysis.

Provide studies, financial analysis and data to senior management, the Office of Higher Education, the Board of Education, the Executive and Legislative branches of state government, to faculty, staff, students, and the external community.

Provide financial analysis support for critical decision-making tools such as contribution margin analysis and unit/activity benchmarking studies.

Identify and provide closure on technical financial issues, accounting/budget system issues, budget department or college issues, and University budget issues.
Oversee the professional staff who will study and review departmental, college and division budget estimates of previous years, noting significant trends, changes or variations and their effect on current and proposed work programs and projects; compile and prepare experience data for use by management.

Manage the day-to-day operations of the University’s Budget & Financial Planning Office, directing professional staff; establish work priorities and ensure that the process is in compliance with sound budgeting/accounting standards and with applicable policies, procedures, regulations, and laws. Implement new budgetary policies and procedures when necessary.

Control and audit for proper completion the receipt of budget requests as prepared by the various academic and administrative units.

Assist in budget hearings as required.

**OTHER DUTIES AND RESPONSIBILITIES:**

Assist in the formulation phase of the institutional budget in such areas as the assessment of validity assumptions, appraisal of work plan projections, evaluation of the adequacy of justification and forecasting of requirements.

Oversee computerized budget systems and identification of budget modifications. Oversee the Position Control System. Maintain financial control over budgetary allotments and expenditures of divisions, colleges and departments within the University.

Prepare and make budget presentations to senior management. Present recommendations concerning the budget to senior management.

Coordinate with University officials; assist in policy development; perform research.

Communicate on a regular basis with staff of the Office of Higher Education concerning issues that impact the University’s budget.

Perform other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers and word processing, graphics, database management and spreadsheet software; calculators.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.
QUALIFICATIONS:

Bachelor's Degree with specialization in finance or related field required. Master's degree in finance or related field preferred. At least ten years of financial management with particular emphasis on budgeting, planning, financial analysis, and control techniques required. Demonstrated ability in complex automated financial systems required. Must be an experienced administrator able to plan, organize, and supervise. Must be able to multi-task and work under pressure to produce output in response to both internal and external deadlines. This position requires that the incumbent be able to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and University managers in academic and other areas. Must be able to identify and solve customer orientation problems. Must possess strong interpersonal skills, have a demonstrated strong background in analytical mathematics and be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports. Must be able to prepare and deliver oral presentations before small, medium and large groups of people.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.