

Position Vacancy Announcement

DIRECTOR OF BUDGETING Academic Affairs

Bowling Green State University

Position Summary

The Director of Budgeting assists the Senior Vice President for Academic Affairs and Provost in the oversight and management of the Provost area budgets, as well as collegiate budgets. The Director monitors the budgets, prepares various financial reports, and analyzes resources to provide advice to the Provost on financial matters.

Essential Duties, Tasks and Responsibilities

- Manages budgets within the Provost/Academic Affairs area (\$7.5 million) to enable Provost to fund initiatives within the areas. Oversees the On-Going Position Fund to assist the Provost in planning for faculty replacements.
- Oversees the preparation of monthly reports to monitor expenses for all Provost budgets. Identifies areas of concern and reviews variances with the Provost.
- Monitors departmental and collegiate plans and budgets:
 - reviews monthly financial reports
 - provides specialized cost studies and management reports
 - coordinates and monitors major financial initiatives within the academic area
 - implements budget management procedures as directed by the Provost
- Serves as budget analyst for the Academic Affairs division. Prepares all required financial and budget reports, including the annual budget request and salary/merit/stipend integration funds distribution. Oversees the preparation of annual budget load materials to assure compliance with levels approved by the Board of Trustees.
- Serves as a resource person for other budget officers within the division and helps train them in new procedures or in preparing compensation and operating requests. Assists new budget administrators with FMS issues.
- Develops pro forma projections for new entrepreneurial activities which are not part of the budgeting process. Prepares concise reports for the Provost and recommends funding levels for these programs in relation to generated revenue.
- Acts as liaison with the Director of Budgeting and Resource Planning in the Office of Finance and Administration on all budgets within the Division. Acts as liaison between the Provost, division staff, and academic areas on budget matters.
- Oversees OBOR instructional equipment grants, including distribution of funds to the colleges and submitting reimbursement requests to OBOR.
- Coordinates and supervises preparation and issuance of all contracts for faculty and administrative staff in Academic Affairs area.

- Facilitates the knowledge and implementation of university, state, and federal policies concerning financial matters, e.g. Academic Charter.
- Serves as a member of the Academic Affairs Council which deals with long-range issues that will affect the University and the Division.
- Oversees preparation of IPEDS and other faculty data generated from HCM or FMS systems.

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

Knowledge, Skills or Abilities

Extensive knowledge/skills with computer spreadsheets, word processing, databases and graphics packages. Ability to develop computer models for a variety of financial analyses and to present complicated financial material in a manner suitable for the receiving audience. Ability to analyze complex administrative and fiscal issues. Excellent organization skills required to handle a diverse set of budgets and to meet firm deadline schedules. Broad experience, knowledge and skills creating and managing spreadsheets, developing databases, and utilizing graphic packages. Evidence of solid understanding of the principle of fund accounting and generally accepted accounting principles.

Minimum Qualifications

Bachelor of Science in Business Administration; or equivalent baccalaureate degree in a quantitative or related field. Four to six years experience in complex budget development and analysis – educational and general and auxiliary experience. Three to five years development of multiple year financial computer models and project management/demonstrated organizational skills.

Salary

Full-time administrative staff position. Administrative grade level 17, minimum salary \$50,532. Salary is commensurate with education and experience. Full benefit package available.

To Apply

Submit cover letter w/email address, resume, and contact information of 3 professional references to:

Office of Human Resources (Search L-61506)
100 College Park Office Building
Bowling Green State University
Bowling Green, OH 43403-0201

Review of applicants will begin on September 11, 2009 & will continue until the position is filled.

(Official transcript(s) and letters of recommendation will be required of final candidates.)

Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/ Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at:

<http://www.bgsu.edu/offices/ohr>

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer.

We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

BGSU hires only individuals authorized to work in the United States.

For information regarding BGSU's crime statistics, please visit Public Safety's website at www.bgsu.edu/offices/safety.