



DATE ISSUED: 05/07
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director, Budget

JOB SUMMARY

Performs complex and highly responsible job duties in the preparation, maintenance, and control of the institutional operating budget. Designs and implements budget enhancements. Analyzes and prepares accurate financial data and reports Board of Regents, University administration, department managers, and other state agencies. Work is performed under limited supervision with broad latitude for initiative and independent judgment and performance evaluation is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Vice President, Finance and Administration

Supervises: Senior Financial Analyst and Financial Analyst

PRIMARY DUTIES - *May include, but not limited to the following:*

Responsible for the design, implementation, and enhancement of the "custom" Oracle budget module.

Supervises and assigns job tasks to subordinates.

Responsible for the preparation, maintenance, and control of the University's annual operating budget.

Responsible for the budgetary approval and processing of financial documents in the budget and general ledger systems.

Ensures compliance with applicable TWU policies and state and federal guidelines and laws. Analyzes and prepares accurate financial data for the University administration and departments.

Assists administrative and academic departments with establishing and maintaining operating budgets.

Formulates procedures and operating policies within area of responsibility.

Serves on the Student Service Fee Allocation Committee and prepares accurate financial data and models for the committee members.

Responsible for the accurate preparation and analysis of financial data for various state agencies, Board of Regents, and administration of the University.

Performs ABEST/USAS reconciliation.

Assists with the preparation of the Legislative Appropriations Request.

Assists with collection of data and preparation of reports for the Texas Bond Review Board, Texas Higher Education Coordinating Board, the Legislative Budget Board, the Governor's Office of Budget and Planning, the TWU Financial Advisor and bond rating agencies.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree in accounting or related field.

EXPERIENCE

Five years of progressively responsible experience in budget preparation and/or fiscal management. Experience in higher education preferred.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to communicate effectively -orally, by phone, in person, and in writing.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the

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differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.