



Savannah State University Position Description – Budget Director

POSITION DESCRIPTION

Position Title: Budget Director FLSA Status: Exempt
Reports to: Vice President for Fiscal Affairs
Division: Fiscal Affairs
Date Prepared: 2009

BASIC FUNCTION

The Budget Director advises senior management on budget issues, provides reports and analysis to guide decision-making and resource allocation. This is professional accounting work of a complex nature, which may include supervision of others.

NATURE & SCOPE

Reporting to the Vice President for Fiscal Affairs, the Budget Director is responsible for current budgetary operations including preparation and monitoring of the University's annual budget. Monitors the operating budget and ensures that transactions are executed in accordance with the approved budget; budget revisions are made in accordance with administrative authorization and criteria; and departments adjust their operations in accordance with budget changes.

PRINCIPLE ACCOUNTABILITES

- Provide administrative direction and coordination of the University's operating budget.
- Develop the University's annual operating budget; develop budgetary processes and procedures for the allocation of resources to meet planning goals and financial targets.
- Prepare special management reports for senior administrators and Board of Regents' officials and advise senior management and other managers in annual budget preparation.
- Evaluate requests and make resource recommendations to senior management.
- Prepare reports for senior management and the Board of Regents.
- Make presentations and participate in meetings of various university committees.
- Collect, compile, verify and disseminate budget and financial data; including peer benchmarks and comparisons. Analyze budget trends within the University and institutions within the University System of Georgia. Prepare reports and provide interpretive budget analysis; explain budget process and resource allocation decisions to constituent groups.
- Plan and implement special research projects and studies requested by the Vice President, Fiscal Affairs, and other senior management on a wide array of academic and financial issues. Analyze and present information and data for use in planning, policy formation and decision-making.
- Provide guidance in planning budget strategies to maximize budget efficiencies and makes recommendations to solve special situations. Work with budget managers to develop strategies to maximize budget efficiencies and make recommendations to enhance efficiency and effectiveness of administrative support activities. Plan funding for new initiatives. Analyze policy decisions to determine short-term and long-range financial and organizational implications.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Extensive knowledge of the budgeting process/financial modeling/financial planning; working knowledge of budgetary techniques. Understanding of database management. Excellent organizational and planning skills; excellent analytical, verbal and written communication skills; extensive knowledge of computers and computer application.

EDUCATION AND EXPERIENCE REQUIRED

A Bachelor's degree in accounting or related field is required. A Master's degree in business is preferred. Five years professional level experience in budgetary techniques supplemented by supervisory experience in accounting or auditing work.