Job Vacancy Notice

Job Title: Finance Budget Director
Job ID: 18709
Location: CUNY School of Law
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The Finance Department is responsible for the overall management of the Law School's tax-levy and non-tax-levy Operating Budget, which include planning functions, developing models and forecasting short and long-term financial projections, managing year-by-year budgeting processes and providing both the support and processes to effectively and efficiently maintain and develop human, physical and financial resources for the Law School.

Under the supervision of the Executive Director of Budget and Finance, the Director will administer the daily operations of the Office of Budget and Planning, serving as a strategic partner with various campus leaders, including the Associate Deans and Dean in developing the Law School's annual spending plan, liaise with various constituents regarding budget-related matters, and be responsible for the following:

- Oversee the Law School’s annual budget in various University systems; developing funding formulas to model and analyze the Law School’s budget; monitoring the budget to ensure proper allocations and spending levels are met.

- Oversee budget allocation and funding requests to the University Budget Office and ensure the collection of outstanding reimbursements to the Law School.

- Manages and monitors the current year budget, oversees forecast verses actual spending variance analysis and reconciles monthly expenses. Analyze financial performance compared to college approved budgets. Monitors expenses to ensure compliance with City, State and university regulations.

- Developing the Law School All Funds budget for all Tax Levy and Non-Tax-Levy entities.

- Directs budget office to ensure adherence to established financial plans, perform periodic reviews and variance analyses

- Assists in preparation of revenue projections and budgetary analyses to facilitate decision-making on resource allocation strategies

- Working with the Institutional Research department and others to understand the results
of assessment activities and to incorporate assessment recommendations into the resource allocation process.

- Determine short- and long-term budget projections given a variety of possible scenarios.

- Overseeing the Position Management/Budget process, ensuring that the financial impacts of staffing changes are analyzed and implemented in various University systems.

- Interacting with the divisions and departmental directors and liaisons to review the budgets for their areas, including leading workshops and/or information sessions.

- Serving as liaison and ombudsperson to the University Budget Office.

- Partner with the Development, Human Resources, Purchasing and Accounts Payable departments to ensure appropriate coding of revenue and expenditures.

- Developing and maintaining key performance indicators along with dashboards to aid in decision-making.

**QUALIFICATIONS**

Bachelor's Degree and eight years' related experience required.

Additional Qualifications Include:
- Bachelor's degree preferably in the area of Business Administration, Accounting, Finance, or related field
- Related experience preferably in budget, finance, accounting, or related area in a College, Law School or University setting
- Highly motivated self-starter with supervisory experience
- Excellent interpersonal, verbal and written communication and organizational skills
- Ability to establish plans, manage a large workload and multiple assignments with conflicting priorities
- Ability to learn and become an expert user of the Law School and University budget preparation and maintenance systems
- Fluency in PeopleSoft ERP systems preferred
- Mastery of Microsoft Excel with an emphasis on pivot tables required. Excel VBA experience preferred.
- Must be detail-oriented and accurate, with ability to work independently on multiple tasks and meet various deadlines
- Knowledge of State of New York and City University of New York policies, procedures, and information systems preferred
- Familiarity with accounting principles and practices preferred.
- Ability to collaborate with staff, faculty, administration and the community

The ability to communicate in writing is an important job-related competency. All candidates will draft a writing sample as part of the interview process to demonstrate their ability to write memos and letters that are grammatically correct and express information clearly.

**CUNY TITLE OVERVIEW**

Directs the budgeting function of a College or major program as well as related accounting operations.

- Formulates, prepares and oversees financial plans and budgeting processes

- Manages all financial reporting and compliance activities, including preparation of financial statements, statistical reports, and funding determinations

- Liaisons with internal and external financial auditors as well as various College, University and governmental representatives
- Oversees analytical reporting and provides strategic financial guidance to support decisions regarding resource allocations and operational planning

- Manages professional staff responsible for budget projections, allocations and transactions

- Performs related duties as assigned.

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CUNY TITLE

Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select “Apply Now” and provide the requested information.

CLOSING DATE

Resumes will be accepted until June 11, 2018

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.