

**Budget Director**  
**Embry-Riddle Aeronautical University**

Direct Link: <https://www.AcademicKeys.com/r?job=123238>

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Posted May 9, 2019, expired Sep. 8, 2019

**Job Title** Budget Director

**Department**

**Institution** Embry-Riddle Aeronautical University  
Prescott, Arizona

**Date Posted** May 9, 2019

**Application** Open until filled

**Deadline**

**Position Start** Available immediately

**Date**

**Job Categories** Director/Manager

**Academic Field(s)** Fiscal Services

**Job Website** <https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=190315>

**Apply By Email**

**Job Description**

The position is responsible for the administration and management of those functions grouped within University Budgeting at the Prescott Campus including: campus budget coordination, guidance, preparation, review and approval, oversight of fiscal operations, periodical and on-demand financial reporting and analysis. Additional scope includes the preparation, coordination and oversight of capital pool budgets.

The position coordinates the campus departments' strategic planning effort as it relates to revenue and expenditures, compiling data for new program business plans, major capital, the capital pools, and operating expense objectives.

1. FISCAL OPERATIONS (60%)

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- Plan, organize, coordinate and direct overall campus budgetary operations, managing a gross revenue budget of \$121M and expense budget of \$105M.
- Prepare, consolidate and administer the campus revenue, operating and capital budgets.
- Develop, modify, evaluate and implement campus budget and reporting processes.
- Monitor and reconcile all campus department budgets in detail.
- Maintain employee rosters and complete periodic audits to ensure the budget for approved, funded positions and HR reports are in balance.
- Update salary budgets for various personnel changes and work with departments to determine funding sources.
- Collaborate with University Budget and Finance on projects such as implementation of new software systems.
- Process budget transfers as required.
- Provide monthly budget forecasts.
- Provide monthly budget closing reports.
- Prepare revenue and expense forecasts for annual budgets and monthly budget status reports showing variances for use by campus governance, as well as quarterly, annual and other periodic financial reports requested by executive management.
- Analyze financial data and develop financial forecasts, plans, processes, reports, statements and recommendations so that campus governance has timely financial information to aid in decision-making.
- Provide leadership and training for campus on fiscal procedures and policies and budget information systems.
- Provide technical expertise and direction to budget managers regarding budget issues; develop solutions and recommendations as appropriate.
- Provide support and pertinent input to the Chief Business Officer on general issues related to campus growth, development and operations.
- Coordinate communication with other departments and meet quarterly regarding budgetary issues.
- Attend monthly Flight budget meetings.
- Act as liaison with the University Budget office and the Controller, traveling to Daytona Beach, Florida as required for budget meetings.
- Recommend and implement techniques to improve department policies and practices, increase efficiency, take advantage of opportunities and maintain state-of-the-art practices; keep abreast of trends and practices in the field.
- Coordinate with the Budget Office and OSR to maintain and coordinate budget responsibility for grants housed at the Prescott campus.
- Assist departments in establishing new cost centers and budgets for new programs.

### 2. BUDGET CREATION (25%)

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- Plan, organize, coordinate and direct the campus budget development process; develop and implement timeline, schedule, procedures and format related to budget preparation and maintenance; advise executive management of budgetary issues and concerns.
- Manage all campus budget allocations and generate budget allocations for each department.
- Audit salaries and benefits to ensure budget accuracy.
- Enter revenue and expense budgets into Oracle Financials system, verifying accuracy of budget and adherence to University and Campus allocations.
- Act as consultant to campus governance in redistributing funds for new initiatives and requests for additional funding.

### 3. CAPITAL PLANNING (10%)

- Coordinate creation of capital budgets for all campus capital pools, major capital, minor capital and R&R projects, working with the University Controllers office and campus departments.
- Maintain capital fund budget data records for all capital expenditures and fund balances.
- Facilitate presentations with Campus Leadership Council to review budgetary status of capital projects.
- Create a variety of reports assessing capital budget status and adherence.
- Work with the Chief Business Officer, Department heads and Campus Leadership Council to create the next fiscal year's capital project list and associated budgets.

### 4. STRATEGIC PLANNING (5%)

- Coordinate the creation, analysis, and compilation of the Business Office and all reporting departments Strategic Business Plans.
- Clarify campus Strategic Business Plan capital and operational requests.
- Prepare campus report for each capital and operational fund reflecting each department's strategic business plan financial request.
- Author Business Office assessment plans when needed and collect results.
- Attend strategic planning meetings and keep spreadsheet of all initiatives so they can be implemented in the budget process.

Assisting Chief Business Officer as required on campus analysis projects

### Qualifications

Bachelor's degree. Area of study: Business and Finance w/ Accounting Minor  
Bachelor's degree in Business Administration, Finance or related field and advanced knowledge of standard accounting principles, budget preparation, and business practices required. Knowledge of sound fiscal management policies, systemic internal controls, finance and business acumen.

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Demonstrated financial management, budgeting and accounting experience and skill. Advanced, demonstrated knowledge and experience with MS Excel, MS Word, MS PowerPoint, and the Internet required. Logical and critical thinking+, analysis, strong communication skills – both oral and written, creativity, problem solving, and organizational skills are essential to proper performance in this position. This position has a great deal of face-to-face contact and therefore it is essential that a positive, team player attitude be shown at all times. Must have the ability to establish and maintain effective and cooperative working relationships with others; relate effectively to peoples of varied academic, cultural and socioeconomic background using tact, diplomacy and courtesy. The ability to work well under stress and deadlines and manage multiple diverse functions simultaneously is also required.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**