

**Budget Office Manager**  
**University of North Texas**

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Posted Jul. 30, 2021, set to expire Dec. 12, 2021

<b>Job Title</b>	Budget Office Manager
<b>Department</b>	UNT-University Budget & Analytics-151200
<b>Institution</b>	University of North Texas Denton, Texas
<b>Date Posted</b>	Jul. 30, 2021
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Fiscal Services
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**Job Description**

**Department Summary**

As a part of the Division of Finance & Administration, the University Budget Office serves as a resource to all levels of management and operating entities within UNT to develop financial plans that support and align with the strategic plan and goals of the institution. The University Budget Office ensures that the budgeting process and all budgetary reporting mechanisms are timely, accurate, useful, and in compliance with all UNT policies and procedures and all appropriate state and federal guidelines.

**Position Overview**

The Budget Manager proactively leads employees and supports diversity through hiring, retention, and promotional activities; ensures established standards of continuous quality improvement are met; and provides leadership for outstanding customer service at all levels of the organization. Defines goals for future organizational performance and decides on the tasks and use of resources needed to attain them; communicates goals to employees throughout the unit or organization; and uses influence to motivate employees to achieve organizational goals; ensures operational and strategic direction and

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accountability; links unit operations to strategic objectives; exercises authority for unit policy and procedures and operational decisions for departments; influences organizational and community relations to develop and achieve strategic goals and manage customer relations.

### Minimum Qualifications

Bachelor's degree and four years of related experience.

### Knowledge, Skills and Abilities

- Knowledge of higher education administration practices and organizational theory.
- Knowledge of fund accounting, mainframe and other budget systems.
- Ability to organize and analyze large amounts of statistical information.
- Ability to develop models for budgeting and other types of data analysis.
- Ability to communicate effectively with both written and oral skills.
- Proficiency with word processing, spreadsheets and databases.
- Ability to establish and maintain effective working relationships with individuals at all levels of the institution.
- Ability to troubleshoot problems, find solutions and explain policies, procedures and required actions in effective ways.

### Contact Information

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

### Contact