Position: Assistant Budget Director
Job Category: Managerial/Professional – MSP II
Unit: Budget Office
Position Code: SBU2078A
Status: Open
Closing Date: Review of applications to begin immediately (Open until filled)
Salary Range: $64,300 to $78,950
Location: Merced

Background Check: Background check and fingerprinting required.

Description:

The University of California, Merced is the newest and tenth campus of the University of California system and the first American research university built in the 21st century. With more than 2,700 students, UC Merced has planned for additional student growth until we reach an enrollment of approximately 25,000 students. With undergraduate, graduate, and PhD programs, plans for a future medical school program, partnerships and community involvement, the UC Merced campus is continually evolving, requiring talented, knowledgeable and dynamic educators, researchers, management, and staff.

The Assistant Director, Operating Budget will assist the Director in supporting and enhancing the overall mission of the office which is to bring rigor to budgetary decision-making and transparency to budgetary process. The Assistant Director has a key role in developing and maintaining systems and tools that provide accurate and comprehensive information to campus leaders. The main functions will include planning and analysis as well as budgetary and financial management. The Assistant Director will focus on analysis and planning and financial modeling, as well as have oversight of the operational duties performed by the analyst(s). Demonstrating detailed knowledge of University academic and administrative plans and budgetary procedures, the Assistant Director will have a broad role in successfully tracking and managing the resources of the campus.

Using broad and detailed knowledge of University academic and administrative plans and budgetary procedures including budgetary planning and policy formation perform the following:

Planning and Analysis
Oversee campus appropriations, including permanent and temporary allocations and reporting of operating funds. Monitor allocations of funding and overall expenditures. Work closely with the Office of the President and other campuses on all operating budget matters.

Conduct complex financial analyses and develop recommendations on a variety of budget and financial issues to measure critical funding issues for the campus, such as purchased utilities.

Build and maintain a library of reports for the campus, both online and in hard copy. Consider and recommend innovative use of current and planned data stores. Utilize the reports for sharing knowledge broadly across campus.

Campus Budget Support
Provide oversight on all operational and transactional functions. Maintain the permanent budget in campus and corporate budget systems. Work with UCOP as necessary on issues related to the university budget, and to ensure the integrity and accuracy of all files and tables.
Resource Management
Provide guidance to campus units on budget policies and procedures. Advise units on budget, operational and procedural matters. Work effectively with unit leaders and management services officers as needed.

Provide oversight for and conduct year-end activities, such as any approved funding recovery.

Qualifications: Minimum Requirements:
- Bachelor Degree in related field is required.
- Minimum of 3 - 5 years of budget development and financial experience.
- This position is designated as critical and subject to a background check.
- Extensive knowledge and experience with the principles and practices of fund accounting, campus budget policy as it pertains to self-supporting recharge activity, and understanding and interpreting of the University annual financial schedules including classifications of programs and expenditures.
- Ability to analyze information and produce summaries and reports. Demonstrated analytical skills in problem identification and resolution. Demonstrated ability to design and give presentations.
- Proven ability to evaluate policies, establish budgets, and develop administrative procedures.
- General knowledge of academic principles and practices.
- Demonstrated ability to analyze and apply new policies and procedures.
- Analytic and logic skills to act independently and follow through on assignments.
- Independent problem solving skills.
- Excellent organizational skills, ability to prioritize work and complete assignments independently as well as work in a team environment.
- Ability to work in a fast-paced environment and support multiple functions with fluctuating and competing priorities.
- Excellent oral and written communication skills required including use of proper grammar, punctuation, spelling and standard business formats.
- Demonstrated knowledge of Windows based computer programs, specifically Word, Excel, Outlook, Publisher, and PowerPoint.
- Demonstrated administrative experience and knowledge of standard office practices.
- Ability to establish and maintain effective working relationships.
- Exceptional customer service skills.
- Flexibility and adaptability to change; good sense of humor.
- Ability to maintain complete discretion, confidentiality, sensitivity, and professional judgment.
- Proven ability to work well both independently and in a team environment, including pulling together various departments or units, some of which are located remotely.

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