AUBURN
Human Resources

Mgr, Budget Services
Job Description

JOB INFORMATION

Job Code	AA60
Job Description Title	Mgr, Budget Services
Pay Grade	FO12
Range Minimum	$74,400
33rd %	$94,240
Range Midpoint	$104,160
67th %	$114,090
Range Maximum	$133,930
Exemption Status	Exempt
Approved Date:	3/18/2021 2:19:29 PM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Accounting & Finance

JOB SUMMARY

Manages budget development process and all budget/management reporting and provides assistance in developing tools for forecasting and scenario planning.

RESPONSIBILITIES

- Manages the annual budget process by developing timelines, assisting in budget guideline development, assessment of efficiencies and process improvements, and maintaining budget systems.
- Prepares, analyzes, and reviews quarterly management statements and reporting under the Strategic Budgeting Initiative, as well as identifies opportunities for improvement in reporting.
- Assists in developing short- and long-term financial models to perform revenue and expense forecasting to support the goals an strategic plan of the University.
- Manages the daily operations of the Budget Services department.
- Coordinates the Financial Liaison program by developing the agenda and setting regularly scheduled meetings.
- Assists in the development of presentations and reports for communicating budget and other financial information.
- Directly supervises staff.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Accounting, Finance or Business	and	5 years of	Experience in reporting, financial analysis, and budgeting. Must have 1 year experience supervising full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of generally accepted accounting principles, budget principles - specifically responsibility center management, cost accounting principles, and tools related to resource allocation.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Public Accountant (CPA)	CPA required if degree is not in Accounting, Finance or Business.	Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise		X			
Chemical		X			
Dusts		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Poor ventilation		X			

Vision Requirements:
Ability to see information in print and/or electronically.