



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Director Budget and Financial Planning
POSITION NO.	501330
LOCATION	Business Office
REPORTS TO	VP Administration and Finance
GRADE	BOE 19
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISES:	As necessary, supervise or assist with the supervision of the departments and staff who report to the Business Office.
REVISION DATE	May 2022

JOB SUMMARY:

Prepare the College's budget for presentation to senior management, the Office of the Postsecondary Commissioner ("OPC"), the Council on Postsecondary Education (the "Council"), the Board of Education, and the Executive and Legislative branches of state government. Ensure that the budget submission reflects the mission, goals and plans of the College. Develop in-house allocation of the budget to each division and department. Monitor revenues and expenditures, and project year-end financial status. Participate in decision making with senior management. Assist all areas in optimizing revenue, managing costs, evaluating new programs, and maximizing efficiencies.

DUTIES AND RESPONSIBILITIES:

- Prepare and analyze the College's revenue and expenditure budget
- Participate in planning sessions with the Senior Leadership Team (SLT) as required
- Present budget data to the SLT and solicit their recommendations for use by the President in her deliberations concerning the College's budget request. Ensure that the submission of all budgets (request, allocation, mid-year) reflect the strategic plan of the institution
- Develop and implement the College's analytic budgeting system
- Analyze college and departmental expenditures and revenues. Perform cost / benefit and cost / effectiveness analyses
- Provide financial analysis and data to senior management, OPC, the Council, the Board of Education, the Executive and Legislative branches of state government, to faculty, staff, students, and the external community
- Identify and make recommendations on technical financial issues, accounting / budget system issues, budget department or college issues, and College budget issues
- Oversee the professional staff who will study and review departmental, college and division budget estimates of previous years, noting significant trends, changes or variations and their effect on current and proposed work programs and projects; compile and prepare experience data for use by management
- Manage the day to day operations of the College's Budget Office, directing professional staff, establish work priorities and ensure that the process is in compliance with sound budgeting / accounting standards and with applicable policies, procedures, regulations, and laws. Implement new budgetary policies and procedures when necessary
- Control and audit for proper completion the receipt of budget requests as prepared by the various academic and administrative units
- Assist in budget hearings as required
- Assist in the formulation phase of the institutional budget in such areas as the assessment of the validity of underlying assumptions, analysis of work plan projections, evaluation of the adequacy of justifications provided and forecasting of requirements.
- Oversee computerize budget systems and identification of budget modifications. Oversee the Position Control System. Maintain financial control over budgetary allotments and expenditures of divisions and departments within the College.
- Prepare and make budget presentations to senior management. Present recommendations concerning the budget to senior management.

- Coordinate with College officials; assist in policy development; perform research.
- Communicate on a regular basis with staff of the OPC concerning issues that impact the College's budget.
- Occasional job functions: Perform other duties and responsibilities as assigned by the Chief Financial Officer

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree with specialization in finance or related field
- At least 10 years of experience in financial management with particular emphasis on budgeting, planning, financial analysis, and control techniques
- Demonstrated ability in complex automated financial systems
- Ability to plan, organize, and supervise others
- Ability to multi-task and work under pressure to produce output in response to both internal and external deadlines
- Ability to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and College managers in academic and other areas
- Ability to identify and solve customer orientation problems
- Demonstrated strong background in analytical mathematics and be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studied reports
- Ability to prepare and deliver oral presentations before small, medium and large groups of people
- Possess strong interpersonal skills

PREFERRED QUALIFICATIONS:

- Master's degree in finance or related field

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.