



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION: Budget Specialist

LOCATION: Initially located at the Warwick Campus

REPORTS TO: VP, Finance and Strategy

SALARY: BOE 14

ABOUT CCRI:

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: <https://www.ccri.edu/equity/culture/guidingprinciples.html>

JOB SUMMARY:

In order to meet the college's mission, the Vice President of Finance and Strategy oversees the fiscal operations and budgetary functions of the Business Office, the College Bookstore, the Controller's Office and the Department of Information Technology.

Under the direction of the Vice President, the Budget Specialist will work independently to evaluate and review complex technical information in order to prepare comprehensive analyses, plans, and reports on components of the College's budget. The Budget Specialist will perform complex and comprehensive work including forecasting, research analysis, trend analysis, financial modeling, query management, and report writing related to budget preparation and submission. The Budget Specialist will provide analytical counsel and support for special projects to senior management, campus committees, the RI Council on Postsecondary

Education, and the Executive and Legislative branches of RI State Government. The Budget Specialist will also participate in the compilation, control, and monitoring of the College's budgets by conducting research, developing, evaluating and formulating modifications and improvements to budgeting policies and financial procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Mission/Student Success:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.

Research/Analysis/Forecasting:

- Research, analyze and prepare ad-hoc analyses/reports, and provide information to senior management, campus committees, the RI Council on Postsecondary Education, and the Executive and Legislative branches of RI State Government as required.
- Provide short- and long-term forecasting, identifying areas of concern and recommending actions to alleviate potential adverse issues. Provide recommendations to be used in final decision-making.
- Research, compile, maintain, review, and revise annual reports for senior management and the RI Council on Postsecondary Education.
- Prepare and analyze reports on complex project components of the College's budget.
- Track expenditures and/or revenues and perform post-audit and other reviews of actual expenditures and/or revenues.
- Perform cost analyses.

Strategy:

- Develop and implement analytical approaches to decision-making for critical budget proposals at the College level.
- Design alternative financial support systems for the College.
- Develop training manuals and provide campus-wide training to the College's financial community with regard to the College's budgeting process, procedures and regulations.
- Develop and implement new College-wide reporting protocols and analytical tools.
- Develop queries to assist in data gathering and processing, and to respond to ad hoc requests from management.

Communication:

- Assemble and effectively present information in order to assist in decision-making (e.g., development of rubrics to be used by stakeholders, analysis and presentation of survey results in various formats, etc.).
- Serve as a liaison and resource in the following capacities: 1) work as liaison and resource to campus community to assess and develop budget reporting needs; 2) serve as liaison and advisor to senior management, College departments and administrators, ensuring adherence to established State, College, and other governing agencies' financial and position control policies/procedures; 3) as necessary, serve as liaison to committees, the RI Council on Postsecondary Education, and the Executive and Legislative branches of RI State Government.
- Provide Information Technology with information regarding decisions, policies, etc., impacting budget management systems.

Departmental Support:

- Participate in, coordinate, and assume responsibilities for multiple special, complex, and confidential projects as assigned by the Vice President.

- Participate in the cross-organizational review, definition, and analysis of functional needs, data requirements and sharing procedures.
- Undertake a variety of technical tasks in support of financial and analytical systems; for example, participate in upgrades and associated testing, and engage in the continuing review, definition, and analyses of functional needs, requirements, and business rules and processes associated with the budget and financial planning, which might result in the need for system enhancements or modifications.
- Participate on various College committees and provide related budgetary, analytical, and technical support.
- Provide ongoing support to the Deans, Directors, college administrators and professional staff.
- Provide clear and concise reports on a timely basis.
- Represent the Vice-President as required.

The most suitably qualified candidate will possess the following competencies:

- Strong written/oral communication skills.
- Strong organizational skills/detail oriented.
- Strong interpersonal skills.
- Strong analytical and problem-solving skills.
- Strong presentation skills.
- Will have the ability to work independently.
- Strong Microsoft Office skills, particularly in Excel and Access.
- Will have the ability to develop complex financial models.
- Will have the ability to use a collaborative approach when working with students and colleagues.
- Will have the technical ability to react to complex ad-hoc requests.
- Will have experience in tracking and analyzing revenue and expenditure budgets and actual data, data in a higher education institution or equivalent organization/industry.
- Will have experience working with enterprise resource planning systems (e.g., Oracle, Banner).
- Will have the ability to manage multiple projects simultaneously in a fast-paced work setting.
- Will have knowledge of state government and higher education operations, policies, and procedures.
- Will have knowledge of economic forecasting and simulation methods, econometric and statistical modeling, and data interpretation and processing.
- Will have programming experience in a Visual Basic environment.
- Will have experience using the student, human resources, and grant modules of enterprise resource planning systems (e.g., Oracle, Banner).
- Will have demonstrated experience using statistical software (e.g., SAS, SPSS).
- Will have experience using predictive modeling.
- Will have advanced knowledge of Microsoft Excel functions, such as pivot tables, v-lookups, and macro development.
- Will have experience using the financial module of enterprise resource planning systems (e.g., Oracle, Banner).

QUALIFICATIONS:

- Master's degree in finance, economics, math, statistics, management or public administration, with
Three (3) years of demonstrated successful professional experience in financial management in

a complex organization, OR

- Bachelor's degree in finance, economics, math, statistics, management, or public administration, with

Five (5) years of demonstrated successful professional experience in financial management in a complex organization, required.

CCRI is an Equal Opportunity / Affirmative Action Employer.

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: TitleIXCoordinator@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>