



Position Title:	Director Budget Operations	
Reports To:	Associate Vice Provost, Business Services	
Department:	Budget Operations	Job Code: 0472
Prepared By/Date:	M.J. Mitzenmacher/5-10-2011	Job Group: PEC
Approved By/Date:	Christopher Starling/05-11-2011	Salary Grade: 18
Revised:	Donna French/5-11-2011	FLSA Status: Exempt

Summary:

This position provides supervision and leadership to the Budget Department and is responsible for development and monitoring the annual budget for the academic programs; non-academic operations, such as physical plant, the service departments, business and financial management; and some of the auxiliary enterprises.

Essential Duties and Responsibilities:

- Provides direction in the development of the College's annual financial plan
- Provides college-wide support in the budget amendment process and prepares reports for the approval of the District Board of Trustees and Florida Department of Education
- Works closely with the leadership of the Division of Human Resources toward the maintenance of controls and reporting for employee position accounting as it relates to the budgeting function
- Ensures compliance with rules and regulations as established by the State Department of Education and College policies and procedures as they pertain to the control and implementation of the budget
- Communicates with Campus and District leadership to address budget issues
- Responsible for the maintenance of the college-wide support of the employee position accounting (all F/T and P/T positions)
- Conducts budget workshops for campus and district personnel
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of accounting principles, practices and procedures and the ability to apply such knowledge to budget operations
- Knowledge of College's operations and systems highly desired
- Excellent organizational and communication skills (both oral and written)
- Strong PC and mainframe skills
- Excellent cross-functional customer service experience
- Experience in financial system development, implementation and maintenance preferred
- Ability to work in a multi-ethnic and multi-cultural environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's Degree in Accounting, Finance or related field and five (5) years of experience; or Bachelor's Degree in Accounting, Finance, or related field and nine (9) years of experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name