

# UNIVERSITY OF DALLAS

Job Number: 11708UD

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## Assistant Vice President for Budget

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### WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

### JOB DESCRIPTION

UD is currently seeking an Assistant Vice President for University Budget and Planning. This position will serve as the University's principal budget officer responsible for managing and completing complex financial planning and analyses. The Assistant Vice President will work closely with senior University management, including the CFO, VPs, Deans, and key Finance Team management, supporting major University financial initiatives and decisions while demonstrating awareness of emerging higher education and economic trends. This individual will prepare, implement, and oversee the University's annual operating budget, capital budget, and restricted funds.

### PRIMARY RESPONSIBILITIES

#### Campus Leadership

- Provide leadership to the Business Managers and Administrators Group (BMAG), whose purpose is to identify best practices for ongoing financial management. Will provide regular budget updates and guidance to the group as well.
- Compose budget policies, guidelines and instructions for the campus community. Work extensively with departments to help them to manage their budgets.
- Lead campus continuous improvement projects related to business processes.
- Provide training and oversight on Finance Office policies and procedures in addition to technical training on the University's budget system.

#### Planning and Analysis

- Create and implement financial analyses to track and monitor special interest activities to include student labor, adjunct, and overload budgets.

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- Analyze department spending against approved budgets and resolve any variances according to policy. This requires independent judgment in complex situations considering the broad diversity of programs within the University.
- Collaborate with university administrators about budget status and collaborates about the most effective and efficient use of resources.
- Develop methodologies for analyzing key revenue and cost drivers, including multi-year enrollment projections, tuition discount rates, employee salary increases, health benefits costs, etc.
- Complete multi-year strategic budget development and contingency planning, along with long-range forecasting and other financial analyses.
- Manage the annual operating budget process, including position budget detail, in cooperation with budget managers in conformance with University procedures and policies.
- Prepare reports in support of the University's mid-year financial review.
- Work with senior management to create analytical approaches and tools for sensitivity analyses that incorporate key drivers such as new academic programs, enrollment, tuition and discount rates, and labor and expense data to project the impact of changes or new assumptions on budget and multi-year plan outcomes.
- Maintain Business Intelligence (financial forecasting, modeling) software to enhance budgeting and reporting tools.
- Liaise with the Provost with respect to budget matters and specific issues relating to academic areas.
- Coordinate with Senior Management, Deans, Directors, Faculty, and Administration to ensure budget policies are followed, expenditures are controlled, and difficulties are resolved.
- Coordinate with Capital Manager and University departments to ensure capital and technology improvement initiatives are properly recorded within the annual Operating and Capital budgets.
- Prepare quarterly reports and schedules in preparation for Board of Trustees Finance Committee meetings.

## **Reporting and Training**

- Maintain Budgeting and Planning Website portal with Budgeting and Forecasting Calendars, annual budget development instructions, and applicable policies and procedures.
- Prepare and report multi-year plans and other strategic planning reports as needed.
- Monitor the monthly performance to identify areas of positive and negative trends.
- Develop preliminary and final operating budget documents.
- Participate in the preparation of information for reporting to the Board of Trustees.

## **MINIMUM REQUIREMENTS**

- Bachelor's degree in relevant field required.

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- Five years of increasingly responsible Finance or Accounting experience is required.
- Seven or more years of Finance or Accounting experience is preferred.
- Experience in budget development or management is preferred.
- An equivalent combination of relevant education, credentials and experience demonstrating mastery of budgeting, forecasting, or modeling competencies at an advanced level will be considered.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of MS Office applications (Word, Outlook, Excel, PowerPoint).
- Ability to effectively apply complex mathematical computations and algorithms for planning and problem-solving.
- Ability to develop logical designs and solutions to complex financial management scenarios in a data management system environment.
- Effective time management skills and the ability to simultaneously handle multiple complex projects, as well as the ability to maintain a high level of production during sustained periods associated with major reporting due dates.

## **BENEFITS**

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

**The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.**

**The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.**