

## Sam Houston State University Human Resources

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### Staff Classification Description – Director of Budget

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**Skill Category:** Administrative

**Position (Employee) Class:** 1M170 (E1)

**Grade:** NC

**Date:** 02/2011

**Department:** Associate Vice President for Budget and Operations

**Education & Experience Requirements:** Bachelor's degree in accounting or other related business field with seven (7) years of experience in a managerial, supervisory accounting position and an emphasis in fund accounting. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Manages the budget administrative and analytical operations, which includes overseeing the preparation and continued maintenance of the university's budget.

**Supervision Given & Received:** Receives minimum direction from the Associate Vice President for Budget and Operations. Supervises professional staff as assigned. Performance is based on the effective operation of the administrative function.

**Primary Responsibilities:** Facilitate the successful processing of electronic budget data, managing the budget and analytical operations. Lead in implementation of Banner Financial System Module as it relates to the budget. Assist with the quarterly USAS/ABEST reconciliations, compilations of Legislative Appropriation Request and Budget Summary Reports. Coordinates the development of the Legislative Appropriations Request (LAR) with departments and prepares supporting schedules. Assist administrative and academic departments with establishing and maintaining operating budgets. Identifies budget issues and opportunities, recommends solutions and coordinates resolution with departments. Oversees and ensures completion of required budget reports as specified by external agencies, i.e. Coordinating Board and State Auditor's Office. Reviews personnel action forms, supplemental salaries forms and budget transfers for accuracy and completeness. Assist in development of a Capital Budget. Assist in developing models to analyze and project funding sources and expenditures for academic units. Assist Associate Vice President for Budget and Operations in preparation of fiscal notes during Legislative Session. Provides professional support to the Associate Vice President for Budget and Operations. Performs other related duties as assigned.

**Other Specifications:** Ability to communicate effectively orally and in writing. Ability to work independently and make decisions within the framework of broad goals and objectives. Ability to develop and maintain effective working relationships. Strong organizational skills including the ability to plan, prepare and compile detailed data.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. All positions at Sam Houston State University are considered security sensitive requiring background checks in accordance with education code 51.215, and drug testing as required by D.O.T. for safety sensitive positions. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**