***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Director, Budget & Financial Analysis**

Job Family: Finance, Budget, Accounting, and Internal Audit

Sub Family: Analysis - Budget

**Job Summary:**

Direct all activities related to the budgeting and planning processes and the supporting subsidiary systems.

**Essential Functions:**

* Manage the day-to-day operations of the budgetary, strategic and business planning processes. Ensure efficient operation of the department by establishing and monitoring adherence to policies and procedures.
* Review and direct the review, monitoring and/or evaluation of financial statements and budgetary variances and report findings to senior management.
* Manage the selection and development of staff. Interview, hire, train, counsel, advise and evaluate the performance of, and when necessary, discipline and/or discharge department personnel, subject to management approval.
* Proactively represent the department through participation in campus meetings and special projects, as well as UMB, on an external basis with USM headquarters and other system-wide units.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Accounting, Business Administration, Business, Finance, or related field

Experience: Eight (8) years accounting, budgeting, auditing, assessment of Internal controls, or Financial analysis experience required including four (4) years corporate budget and Financial analysis experience.

Supervisory: Four (4) years of experience at a management/leadership level.

Licensure/Certification: Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Financial Manager (CFM), or Certified Internal Auditor (CIA) preferred

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1221I

SOC Code: 113030 IPEDS: Management

EEO6 Code: Executive/Admin/Managerial State Code: 9332084

USM eCode: E24126 AAP Code: 1C