***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: **Executive Director, Budget & Financial Analysis**

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

Sub Family: Analysis - Budget

**Job Summary:**

Provide oversight for a wide range of activities, including financial analysis, capital accounting, forecasting and management of the operating budget process for the campus.

**Essential Functions:**

* Oversee the preparation and implementation of the campus budget.
* Provide expert advice to department senior management on strategic planning, budgetary matters, and financial issues and opportunities.
* Provide leadership, guidance and financial consulting to campus business operations, including business modeling, strategic planning and operational planning.
* Serve as the principal contact for campus budget issues.
* Provide guidance regarding the integration of improved technology to enhance quality and efficiency of budget and financial information.
* Participate in the selection of mid-level and senior-level staff. Provide leadership through mentoring and development of staff.
* Direct staff responses to external requests, surveys and reports as requested by UMB, USM administration and other institutions/agencies.
* Serve on campus steering committees; participates in campus and other system-wide or external units.
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: Ten (10) years accounting, budgeting, auditing, assessment of Internal controls, or Financial analysis experience required.

Supervisory: Five (5) 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: E1479J

SOC Code: 113030 IPEDS: Management

EEO6 Code: Executive/Admin/Managerial State Code: 9359001

USM eCode: E23126 AAP Code: 1C