***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: **Manager, Budget & Financial Analysis**

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

Sub Family: Analysis - Budget

**Job Summary:**

Manage the profitability of existing and new business operations and provide each functional staff manager with analysis of profitability variances and recommendations for corrective actions. Establish, implement and maintain a system of financial and operational controls and procedures to effectively manage internal audit activities.

**Essential Functions:**

* Participate in the identification, development and evaluation of new business/program opportunities. Identify critical factors affecting the profitability and evaluate the potential of the proposed venture to achieve profit results consistent with University policies.
* Responsible for analyzing the on-going fiscal health and profitability of all new businesses and/or programs. Financial results are to be compared to planned or forecasted results with variances explained and recommendations for future actions.
* Develop, implement and maintain an effective and efficient system of internal audit to ensure adherence to company policies.
* Develop and direct a product-costing function for existing and proposed services.
* 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.
* Direct the preparation of all accounting and financial reports relating to proposed new business operations for management and operations review.
* Analyze significant variances from planned or forecasted results in order to provide interpretative comments and recommendations to management.
* Provide analysis and evaluation of cost/expense problems and profit improvement opportunities existing within current business activities.
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: Five (5) years spent progressively building a background in the various accounting functions

Supervisory: Three (3) yearsof direct management or leadership.

Licensure/Certification: of experience at a management/leadership level.

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: E1228G

SOC Code: 132031 IPEDS: Business

EEO6 Code: Professional State Code: 9359005

USM eCode: E23122 AAP Code: 3A