

Associate Vice President for Budget and Resource Planning

The Associate Vice President for Budget and Resource Planning

- Serves as the principal budget advisor to the Vice President for Business Affairs and President's Cabinet;
- Is responsible for formulating, presenting, and monitoring the University's >\$250 million operating budget;
- Provides strategic direction for the University as it relates to budget issues;
- Leads in preparation of biennial request for legislative appropriations and responding to other financial issues relative to the legislative process

Responsibilities:

- **BUDGET DEVELOPMENT & OPERATION**
 - Lead in development of University operating budget
 - Development of revenue estimates for major revenue categories
 - Design and implementation of process to be used by university budgetary units to develop their budgets
 - Consolidation of university budget as required for internal use and in accordance with UTS requirements.
 - Provide administrative support in executing the financial policies of the University by Planning, developing, and implementing uniform procedures for:
 - Legislative Appropriations Requests Preparation
 - Budget Operation
 - Budget Control
 - Budget Financial Reporting
 - Position Control
- **UNIVERSITY BUDGET MANAGEMENT**
 - Provide consultation to the President's Cabinet on issues related to budget and financial management during development of annual institutional operating budget and budget operation during the year, communicating major changes and issues to Executive Management as is appropriate
 - Work with other finance offices to enhance financial management and reporting
 - Support unit budget managers
 - Monitor budget operation during the year, communicating major changes and issues to Executive Management as is appropriate
 - Administer funding for annual facilities renovations plans
- **FINANCIAL CONSULTATION DURING LEGISLATIVE PROCESS**
 - Lead in planning, development, and implementation of uniform procedures for Operating Budget Preparation, Legislative Appropriations Requests Preparation, Budget Operation, Budget Control, Budget Financial Reporting
 - Coordination of responses to legislative requests relative to fiscal issues
 - Monitor activities of legislature and others involved in legislative process as appropriation bills are developed, identifying issues of concern and communicate progress/issues to UTD Executive Management.

Requirements:

A bachelor's degree is required. A master's degree and/or CPA are preferred. A minimum of seven years' experience in organization-wide fiscal management with evidence of expertise in budgeting, forecasting, accounting, staff supervision, and computer applications is required. Five years in a higher education environment is preferred. Experience in the State of Texas is preferred.