NEW MEXICO HIGHLANDS UNIVERSITY
LAS VEGAS, NEW MEXICO
PUBLIC VACANCY NOTICE

Position Title: Budget Director

Application Deadline: Open Until Filled

Department: Finance and Administration

Salary Grade: 18

Job Type: Regular - Full Time

Minimum Starting Salary: $66,263

Reports To: Vice President for Finance and Administration

FLSA: Exempt

JOB SUMMARY: The Budget Director provides leadership and coordination of the centralized financial planning and fiscal management functions for the University. Serves as a principal consultant and advisor to the University's President and Vice President for Finance and Administrative Services on a range of fiscal and associated strategic management issues.

DUTIES & RESPONSIBILITIES

- Plans and develops the university's operating budgets;
- Manages the salary budget, budgeting the General Ledger by position, performing on-going budget vs. actual checks, and maintaining the Banner (Banner is NMHU's Enterprise Resource Planning System) Position Control module;
- Organize and prepare data for budget hearings with university wide deans and directors to include holding pre-meetings with VPs to determine priorities and funding needs;
- Research, test and implement changes to the Banner budgeting module to streamline university processes;
- Create and automate custom reports, including annual submission to the state;
- Review unrestricted General Ledger each month for possible over-expenditure, anomalies and errors;
- Develop budgets for HU productions as well as work with University Relations on marketing campaigns for productions;
- Prepares periodic BARS to be submitted to HED, prepares documents and presents to the Financial Committee of the Board of Regents for approval;
- Research policies and procedures of other universities and adopts for New Mexico Highlands University as needed;
- Trains academic chairs, directors and other staff, both in group settings and one-on-one, in managing their budgets and financial operations;
- Develops budget guidelines and budget documents;
- Serves as primary liaison with representatives of external funding agencies and organizations, as appropriate; provides special data and analysis;
- Reviews availability of funding and initiates most budget adjustment requests for unrestricted funding.
- Reviews and advises the vice president on the financial viability (costs and benefits), and the relative ranking of special project/program proposals for funding;
- Creates scheduled and special reports, analyses, and feasibility studies such as the annual university budget submission to HED, monthly budget reports, annual data summaries, budget and fiscal research, and program status reports;
- Recommends and participates in the development of University policies and procedures; may serve on University planning and policy-making committees;
- Performs research and analysis to evaluate programs and develop recommendations for more cost-effective organization or funding mechanisms;
- Meet with Directors on a regular basis to assist them with fiscal management of their operations, including training in how to read Banner reports to monitor revenue and expenditures, and troubleshooting with the University's Business Office-correcting errors;
- Research other university processes and sometimes visit those universities to discuss the management of various operations;
- Oversight of the Golf Course fiscal operations;
- Work with housing to set new fees and develop strategies to increase occupancy and in developing a commuter program, and how to determine how best to use renovation funds;
- Perform other related duties as assigned;
- Maintain regular attendance.
MINIMUM QUALIFICATIONS

- **Education:** Bachelor’s degree
- **Experience:** Five (5) years of experience that is directly related to the duties and responsibilities specified.

EMPLOYMENT REQUIREMENTS

- Must be willing to work evenings, weekends, holidays, odd hours, and emergency calls.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to gather data and analyze information, and prepare reports, including financial statements and budget projections;
- Ability to plan, develop, and execute multiple operating budgets;
- Ability to analyze budgetary expenditures for compliance with approved budget;
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures;
- Knowledge of cost-benefit analysis techniques;
- Knowledge of software to quantify and illustrate complex financial reports, comparisons, impacts, and/or projections;
- Knowledge of university and/or public institution budgeting and funding procedures, standards, and documentation requirements;
- Knowledge of state higher education funding formula and HED policies and procedures;
- Knowledge of legislative budget process;
- Ability to analyze funding legislation and components of I and G formula calculations;
- Ability to review and evaluate fiscal and other impacts of legislative initiatives;
- Ability to work with the state legislature and state oversight agencies;
- Knowledge of organizational structure, workflow, and operating procedures;
- Ability to train employees in areas related to duties;
- Ability to communicate effectively, both orally and in writing;
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community;
- Ability to foster a cooperative work environment.

PHYSICAL REQUIREMENTS

- Limited physical effort required.
- Limited exposure to physical risk.

WORK ENVIRONMENT

- Work is normally performed in a typical interior/office work environment.

APPLICATION PROCEDURE: A complete application must include: 1) a letter of interest; 2) resume; 3) university employment application; 4) names/address/telephone numbers of 3 professional references; 5) copies of transcripts.

Candidates who are invited for on-campus interviews will be required to submit official transcripts.

References will be contacted in conjunction with on-campus interview. Submit materials to:

New Mexico Highlands University
Human Resources
Budget Director Search
Box 9000
Las Vegas, NM 87701
or
Email application materials to: jobs@nmhu.edu

For disabled access or services, call (505)454-3242 or TDD # (505)454-3003.

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