| Date | Position # | Position Title  | Reports To: |
| --- | --- | --- | --- |
| 9/13/2024 | FA9944/FA9874 | Budget and Financial Analysis Manager | FA9995 |

|  | For HR Use Only |
| --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Financial Services | Financial Planning Analysis and Review | G3 | 11-0000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[x]  | **Bargaining Unit:** AFT | **Non-Bargaining:** [ ]  | **Provisional/Grant Funded:** [ ]  | **Temporary/Limited Duration:** [ ]  |
| --- | --- | --- | --- | --- |

| **Individual Position:** [x]  | **Full-Time (40 hrs/wk):** [x]  | **Part-Time:** [ ] \_\_\_\_ Hrs/Week | **Pooled Position:** [ ]  | Type here **# of Employees if this position is pooled.** |
| --- | --- | --- | --- | --- |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
| --- |
| This position provides leadership and guidance to facilitate finance activities among administrators and program leaders across the College’s divisions. Responsibilities include performing in-depth analytical reviews, reconciliations and financial forecasts, as well as offering expert guidance and instruction to college management on financial matters. The role involves developing, preparing, and assisting in producing monthly, quarterly, and annual budget and financial reports. Key duties also include recommending enhancements to existing systems and procedures; suggesting fiscal policies and procedures; ensuring compliance with applicable laws, principles, policies, and procedures. This position requires collaboration with a wide range of college stakeholders and is a critical member of the Financial Services Team, serving as a valuable resource to various divisions. Additionally, this role serves as a liaison to Business Analysts on system-related issues concerning budget, planning, and monitoring. It involves developing and refining complex financial models in support of implementation and continuous improvement of the Strategic Plan, rendering a higher level of financial analysis for internal and external constituencies.  |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
| --- |
| Type here |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
| --- |

| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 15 | 1 | Provide leadership and guidance to all divisions in finance activities through planning, implementing, monitoring, and analyzing of division and department budgets, including revenue and expenses, in order to achieve resource management and fiscal responsibility in the pursuit of College Strategic Plan |
| 15 | 2 | Develops tools for financial decision making and increase the effectiveness of program management |
| 10 | 3 | Provide council to Division Leaders regarding fiscal activity through collaboration with Divisional Leadership, Financial Services and other areas of the College. |
| 10 | 4 | Provide specific guidance to the leadership of programs with specific finance needs |
| 15 | 5 | Develop and/or refine complex models in support of implementation and continuous improvement of the Strategic Plan, rendering a higher level of financial analysis for internal and external constituencies  |
| 8 | 6 | Provide salient information and council to areas as it relates to Revenue Expense Ratio and program performance related to the financial health of programs during Program Review Process  |
| 5 | 7 | Coordinate reporting structures for position control and budgeting management. |
| 5 | 8 | Monitor position control system |
| 2 | 9 | Set the millage, working with internal and external constituents.  |
| 5 | 10 | Provide guidance to Division Leaders and program staff on appropriate procedures and processes of the FPAR department  |
| 5 | 11 | Assist and serve as backup to other members of the Financial Planning Analysis and Review team |
| 5 | 12 | Serve as a member of various work teams as assigned |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.  |
| --- |
| Proven ability to simplify, organize and communicate information in a clear and concise manner. Possess ability to identify education/training need of college employees responsible for departmental financial function and strategize to resolve Must work effectively, independently, and collaboratively with individuals and or groups collegewide Excellent organizational skills with the ability to influence work product, progress and outcomes Possesses high emotional intelligence Ability to identify, compile and analyze input from diverse sources Ability to work with a diverse community  |

| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.  |
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| **Required*** Bachelor’s degree required in Accounting, Finance, Business or other related field from a regionally accredited institution; OR Bachelor’s degree from a regionally accredited institution and three years relevant work experience
* Significant experience in accounting, budget development, preparation, monitoring and/or financial analysis in a dynamic organization
* Experience with group facilitation and collaboration
* Demonstrated experience using business related technology.
* Demonstrated experience with finance systems, spreadsheet applications and database management

**Preferred*** Master’s Degree
* Three to five years administrative or leadership experience in a dynamic organization
* Proven ability to simplify, organize and communicate information in a clear and concise manner, both in oral and written form.
* Ability to infuse technology into business systems to increase productivity and reduce costs
* Possess ability to identify education/training needs of college employees responsible for departmental financial functions and strategy to resolve
* Ability to identify and analyze input from diverse sources
* Ability to meet deadlines
* Must work effectively, independently and collaboratively with individuals and/or groups campus-wide.
* Proficient organizational and project management skills with the ability to influence work progress and outcomes.
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| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Type here **Supervisor’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean/ELT’s Name:** Type here **Dean/ELT’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** FA9944, FA9874 **Date:** **9/13/2024 Supervisor’s Position #:** FA9995

## **Materials Used:**

[x]  Computer keyboard, mouse, screen

[x]  Various software

[x]  Telephone, cell phone, mobile device

[x]  Paper and pencil/pen

[x]  Projector or other audiovisual equipment

[x]  Copier, scanner, fax

[ ]  Carpentry equipment

[ ]  Electrical equipment

[ ]  Plumbing equipment

[ ]  Other: Click or tap here to enter text.

## **Mental Functions:**

[x]  Comparing (compare/contrast data, people, other data)

[x]  Synthesizing (combine data, concepts, interpretations)

[x]  Computing (math calculations or carrying out formula operations)

[x]  Compiling (gathering, classifying, evaluating data, people, other data)

[x]  Copying (entering, posting, transcribing data)

[x]  Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

[x]  Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

[x]  Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

[x]  Near acuity (at 20 inches or less when accuracy is essential)

[ ]  Far acuity (more than 20 inches when day and night/dark conditions are essential)

[ ]  Depth perception (3 dimensional vision, judge distances, space)

[ ]  Color vision (distinguish colors)

[ ]  Field of vision (up/down and right/left)

[ ]  Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

[ ]  Climbing

[ ]  Kneeling

[ ]  Reaching

[ ]  Balancing

[ ]  Crouching

[ ]  Grasping

[ ]  Stooping

[ ]  Crawling

[x]  Picking/Typing/Keyboarding

[x]  Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

[ ]  Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

[ ]  Medium (exert 21-50 lbs of force, walk/stand frequently)

[ ]  Heavy (exert 51-100 lbs of force, walk/stand routinely)

[ ]  Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

[ ]  Weather (rain, snow, wind)

[ ]  Extreme cold (inside, outside)

[ ]  Extreme heat (inside, outside)

[ ]  Confined/restricted spaces

[ ]  Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

[ ]  Vibrations

[ ]  Extreme noises