



POSITION DESCRIPTION

Department:	University Budget and Fiscal Planning
Classification Title:	Admin II
Working Title:	Executive Director, University Budget, and Fiscal Planning
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Incumbent:	

Position Summary

The University Budget and Fiscal Planning’s mission is to strategically partner with the campus community to ensure a successful financial future. We are committed to supporting the Cal Poly community, through providing financial information, training, direction, and oversight of the campus finances. University Budget and Fiscal Planning is responsible for all aspects of the campus budget planning, development, administration and reporting of funds appropriated for Cal Poly; we encourage strong partnerships with the campus community to help achieve our mission.

Under the general direction of the Assistant Vice President for University Budget and Fiscal Planning, the Executive Director leads a highly skilled team that provides financial leadership to units across all functions of the University and performs a broad range of professional and analytical duties in support of department functions and objectives. These assignments include business analysis and development, financial analysis of auxiliary/enterprise programs, review and administration of auxiliary organization agreements, capital construction financing, development and administration of the campus general operating budget including revenue projections and base budget development, position management development and support, end user financial services and processes, dashboard development and training, and special initiatives as assigned. The Executive Director operates with full delegated authority to oversee the functioning of the department.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions	Daily	90%
1. Provides oversight of day-to-day operations of the University Budget and Fiscal Planning Department.		
2. Works collaboratively with campus functional experts and managers in developing initiatives including preparation of required business instruments (leases, operating agreements, MOUs, etc.), review and revision of business processes, and preparation of recommendations to upper management.		
3. Conducts analysis of proposed initiatives, consult with proposing departments, develop business plans, and follow-through to implementation.		
4. Oversees the campus fee processes, including campus fee requests and the annual Fee Report due to the Chancellor’s Office.		
5. Proposes business structures for new initiatives within institutional constraints, identify financial impacts of the University including cost-benefit analyses, and evaluates business risks (taxes, cash flows, processes, and procedures, etc.).		
6. Provides guidance to Enterprise and Auxiliary fund managers regarding annual budget preparations for final submission to executive management. Provides oversight of Enterprise Funds with regard to budget preparation and quarterly reporting.		

7. Provides guidance to campus financial managers in shaping financial strategies and building budgets for new projects and programs.
8. Prepares ad hoc materials for review by campus executive staff, CSU Board of Trustees, and Cal Poly auxiliaries as necessary.
9. Formulates and recommends solutions to address complex issues and concerns that may arise in the area of resource allocation and financial control.
10. Supports the Position Management process in ensuring areas are planning properly for new and existing positions, understanding rules, centralized benefits, reconciliations, and the Position Budget function within University Budget and Fiscal Planning.
11. Ensures consistency of proposed budgets with standards, objectives, financial history, and known financial conditions. Approves draft budgets, and tracks and reports on approvals.
12. Oversees documentation and training to internal and campus wide staff on relevant reporting financial platforms, changes in policies, processes, and procedures. Acts as a resource to the campus community for budget and finance-related inquiries.
13. Responsible for on-going University oversight to ensure that contractual obligations are met.
14. Coaches, mentors, and provides development opportunities for staff. Develops and motivates assigned staff, championing continuous budget and finance process improvement in accordance with best practices.
15. Special assistant to A&F Senior Leadership for various projects and assignments

Related Job Functions

As Needed

10%

1. Perform other job-related duties and special projects as assigned.
2. Attend training and maintain currency in the knowledge and skills necessary to facilitate industry-leading solutions.

Required Education, Experience, and Credentials

Education and Experience:

- Bachelor's degree from an accredited institution with a major in Accounting, Business, or other related field of study
- Five years of progressively responsible experience, including a working knowledge of generally accepted accounting principles.
- Additional qualifying experience may be substituted for the required education on a year-for-year basis

Licenses, Certificates, Credentials:

- N/A

Required Skills, Knowledge, and Abilities

1. Has a thorough working knowledge of governmental regulations and relevant University and CSU policies or can demonstrate the ability to learn new regulations and policies quickly.
2. Has a thorough working knowledge of accounting practices and sophisticated financial analysis techniques.
3. Ability to organize, lead, make decisions and solve problems within the context of budget planning and management.
4. Is skilled at identifying, compiling, extracting, and analyzing complex financial data and creating clear, coherent financial statements for multiple audiences.
5. Can demonstrate ability to apply accounting principles to analysis of complex accounting problems.
6. Ability to lead, provide direction and supervise the work of others, including guiding, mentoring, evaluating, and providing professional development opportunities to enable high-performing teams.
7. Is capable of quickly changing course and changing priorities when needed.

8. Ability to develop, maintain, and update policies, procedures, and documentation to deliver accurate information and services efficiently and effectively.
9. Ability to independently interpret, explain, and apply a variety of complex statutes, regulations, codes, collective bargaining provisions, policies and procedures.
10. Capable of demonstrating excellent customer service requiring a very high level of diplomacy and professionalism, as well as establish and maintain cooperative working relationships with colleagues and direct reports, including students, staff, faculty, and co-workers both on and off campus.
11. Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
12. Capable of maintaining a high degree of confidentiality.
13. Has excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, internet as well as online calendaring and email.

Preferred Skills and Experience

- Master's Degree in Accounting, Business, or other related field of study.
- CPA
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service centered attitude.
- Experience working with relational databases, PS query, Power BI, Oracle OBIEE, Oracle Dashboards, PeopleSoft.
- Experience working with Budget Planning and Forecasting solutions, including Questica.

Special Conditions

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
- Full-time MPP employees are required to disclose outside employment at time of hire or within 30 days of taking additional outside employment subsequent to time of hire.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME

SIGNATURE

DATE

SUPERVISOR: I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR NAME SIGNATURE
AND TITLE

DATE

DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

DEPARTMENT HEAD NAME AND SIGNATURE
TITLE

DATE

HUMAN RESOURCES USE ONLY

Employee ID#:	_____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number:	_____	<input type="checkbox"/> Update Review for File	Classification Title: Administrator II
FTE:	_____	<input type="checkbox"/> Classification Review	Class Code/Range: 3312-1
<input type="checkbox"/> Permanent		<input type="checkbox"/> New Position Recruitment	CBID: M80
<input type="checkbox"/> Temporary		<input type="checkbox"/> Replacement Recruitment	MPP Job Code: C-07-03
<input type="checkbox"/> COI Position			Classifier Initials: HR
Recruitment Number:			Date: 06/21/24