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| --- | --- | --- | --- | --- | --- | --- |
| Employee Name: | |  | | | Fresno State ID# |  |
| Classification: | | Admin II | | | Working Title: | Director of Budget Planning and Management |
| Prepared By (MPP/Chair): | | Debbie Adishian-Astone | | | Department: | Office of Budget and Resource Planning |
| Bargaining Unit: | M80 | | FLSA Status: | Exempt | Date Prepared: | 8/2024 |

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| **POSITION DESCRIPTION** |

**Overview:**

The Director of Budget Planning and Management reports directly to the President and is responsible for assisting the Vice President for Administration and CFO in providing oversight and management of the university's budget, cost allocations, recharge centers and budget and financial activity presentations. The Director of Budget Planning and Management implements the budget and fiscal management policies as established by the President and the Cabinet. This position is responsible for information gathering, analysis and the development of budget and cost allocation policies.

**Major duties of the job include:**

* Serves as the chief budget officer for the university and participates in budget related meetings with the President and VP for Administration and CFO as appropriate.
* Serves as the primary administrator accountable for making recommendations on all budget activities within the university, including providing financial and managerial analysis and related reporting that supports budgetary decisions including forecasting revenues and managing expenditures including position control (salaries and benefits) and operating expenditures.
* Serves as the primary administrator accountable for providing holistic budgeting and reporting for the university and requiring comprehensive knowledge of government, CSU system, and university budget processes, policies and procedures.
* Serves as the primary administrator accountable for the annual budget(s), including providing schedules and reports as appropriate for the university; ensuring the timely and accurate budget submission to the CSU system and campus Budget Book webpage; and representing Fresno State on the CSU Budget Officers Association.
* Responsible for reviewing and preparing necessary journal entry transactions and planning daily tasks and work activities.
* Performs financial planning, budgeting, accounting, and reporting for the university including:
  + Providing accurate and timely PeopleSoft and/or related data maintenance, transaction analysis, reconciliation activities, and related financial and management reporting.
  + Providing recommendations to the VP for Administration/CFO on how to best achieve strategic goals and ensure compliance with identified rules, regulations and/or policies.
  + Providing leadership to identified budget leads within each division to ensure consistent and appropriate budget and reporting policies, procedures, and accountabilities.
  + Providing campus-wide training to staff, as appropriate to ensure effective use of PeopleSoft and/or similar or related reporting tools, and to achieve budget and reporting efficiencies and appropriate accountabilities.
* Supervises and provides leadership for the Office of Budget and Resource Planning.
* Oversees a variety of financial transactions or accounts including budget allocations, fund balances including Sate trust, Lottery, PACE, and other central project accounts.
* Works closely with the VP for Administration and CFO, analyzes and monitors balances in a variety of accounts.
* Works closely with or in response to queries from campus administrators; identifies and performs fiscal analysis as requested.
* Works with Technology Services, the AVP for Financial Services with enhancements to the reporting capabilities of the University financial system.
* Interacts with the fiscal staff in the Chancellor's Office of The California State University to ensure that the campus is following CSU budget and fiscal policies.
* Responsible for developing and tracking overall university budget (General Fund, Tuition and Fees).
* Conducts analyses and prepares appropriate management reports as needed by senior management.
* Serves on university committees, CSU task forces and commissions as assigned.
* Prepares the annual budget for the Office of Budget and Treasury Management.
* Coordinates/prepares indirect cost recovery annual allocations and submittals to the Federal government.
* Other duties as assigned.

Relationships

* Works closely with the Vice President for Administration and CFO to monitor the budget, and interest earnings of campus investments, as well as prepare budget analyses and reports.
* Advises the University senior administration (e.g., President, Cabinet, Deans, Associate and Assistant Vice Presidents, principal directors, University Controller) in matters related to budget.
* Establishes relationships with the University constituencies in a manner appropriate to further the objectives of the University.
* Serves as called upon from time to time on University and CSU committees and task forces when the skills and expertise of this position are considered beneficial.

**Secondary duties of the job include:**

* Perform other job-related duties and special projects as assigned.

**Supervisory Responsibility:**

|  |  |
| --- | --- |
| Who supervises this position: | President |
| Who is responsible for completing the performance appraisal: | President |
| What other classifications does this position supervise: | MPP, Staff |

**Minimum Requirements: Knowledge, Skills, and Abilities:**

* Demonstrated and advanced ability to use automated financial management systems and spreadsheet, database, presentation, and cloud-based financial software, including Artificial Intelligence powered tools and automation.
* Demonstrated and advanced experience in the use of financial forecasting techniques, financial analysis and reporting methods.
* Demonstrated ability to communicate effectively and to build positive relationships with all levels of a diverse organization.
* Demonstrated ability to manage multiple tasks and shift priorities in a timely manner.
* Ability to work independently as well as part of a team.
* Experience with techniques, methods, and procedures used in the preparation, analysis, and administration of public or institutional budgets.
* Strong analytical and technical skills with a high-level of accuracy.
* Ability to adapt to the dynamics of organizational, procedural, and policy changes.

**Education and Experience:**

* BA/BS in Accounting, Finance, Business Administration or related field from an accredited college or university.
* Minimum of five (5) years progressively responsible management experience in institutional budgeting and finance at the enterprise level for a large college, government agency or non-profit organization.
* Minimum (2) years of supervisory experience.

**Preferred Skills:**

* Masters in Business or Accounting degree.
* Experience in Higher Education.
* Experience within the California State University system.
* Experience using PeopleSoft.
* Experience using AI and automation application knowledge.
* Four years supervisory experience.
* Certified Public Accountant.
* Public Accounting Experience.

**SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:**

* 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](http://www.calstate.edu/eo/EO-1083.html) as a condition of employment.
* This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by [CSU](http://www.calstate.edu/eo/EO-1095-rev-6-23-15.html) [Executive Order 1095.](http://www.calstate.edu/eo/EO-1095-rev-6-23-15.html)
* This position is a "designated position" in the California State University's Conflict of Interest Code. The incumbent of this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

**SIGNATURES**

My signature denotes that I have reviewed the duties, responsibilities, and functions outlined on the position description form and that it is an accurate statement of the duties and responsibilities assigned to this position. The position description is intended to describe the general content and essential requirements for the position and is not an exhaustive statement of duties. Management has the exclusive right to alter this position description.

Print Name Signature Date

|  |  |  |
| --- | --- | --- |
| Employee: |  |  |
| Supervisor: |  |  |
| Appropriate Administrator: |  |  |

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| --- | --- | --- | --- |
| Employee Name: |  | Position: | Director of Budget Planning and Management |
| Department: | Office of Budget and Resource Planning | Date Prepared: | 8/2024 |

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| **WORKING ENVIRONMENT** |

Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.

**PHYSICAL EFFORT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Number of hours/day | | | | |  |  | | Number of hours/day | | | | |
|  | N/A | 1-2 | 3-4 | 5-6 | 7+ |  |  | | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Sitting | **☐** | **☐** | **☐** | **☒** | **☐** |  | 12. Lifting or carrying | | **☐** | **☒** | **☐** | **☐** | **☐** |
| 2. Standing | **☐** | **☒** | **☐** | **☐** | **☐** |  | | A. 10 lbs. or less | **☐** | **☒** | **☐** | **☐** | **☐** |
| 3. Walking | **☐** | **☒** | **☐** | **☐** | **☐** |  | | B. 11 to 25 lbs. | **☒** | **☐** | **☐** | **☐** | **☐** |
| 4. Bending Over | **☒** | **☐** | **☐** | **☐** | **☐** |  | | C. 26 to 50 lbs. | **☒** | **☐** | **☐** | **☐** | **☐** |
| 5. Crawling | **☒** | **☐** | **☐** | **☐** | **☐** |  | | D. 51 to 75 lbs. | **☒** | **☐** | **☐** | **☐** | **☐** |
| 6. Climbing | **☒** | **☐** | **☐** | **☐** | **☐** |  | | E. 76 to 100 lbs. | **☒** | **☐** | **☐** | **☐** | **☐** |
| 7. Reaching overhead | **☒** | **☐** | **☐** | **☐** | **☐** |  | | F. Over 100 lbs. | **☒** | **☐** | **☐** | **☐** | **☐** |
| 8. Crouching | **☒** | **☐** | **☐** | **☐** | **☐** |  | 13. Repetitive use of hands/arms | | **☐** | **☒** | **☐** | **☐** | **☐** |
| 9. Kneeling | **☒** | **☐** | **☐** | **☐** | **☐** |  | 14. Repetitive use of legs | | **☐** | **☒** | **☐** | **☐** | **☐** |
| 10. Balancing | **☒** | **☐** | **☐** | **☐** | **☐** |  | 15. Eye/hand coordination | | **☐** | **☒** | **☐** | **☐** | **☐** |
| 11. Pushing or pulling | **☐** | **☒** | **☐** | **☐** | **☐** |

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| 16. Driving cars, trucks, forklifts and other equipment | ☒ | ☐ |
| 17. Being around scientific equipment and machinery | ☐ | ☒ |
| 18. Walking on uneven ground | ☐ | ☒ |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MENTAL EFFORT** | | | | | | |  | **ENVIRONMENTAL FACTORS** | | | | | |
|  | Number of hours/day | | | | |  | |  | Number of hours/day | | | | |
|  | N/A | 1-2 | 3-4 | 5-6 | 7+ |  | |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Directing Others | **☐** | **☐** | **☐** | **☐** | **☒** |  | | 1. Inside | **☐** | **☐** | **☐** | **☐** | **☒** |
| 2. Writing | **☐** | **☐** | **☐** | **☒** | **☐** |  | | 2. Outside | **☐** | **☒** | **☐** | **☐** | **☐** |
| 3. Using math/calculations | **☐** | **☐** | **☒** | **☐** | **☐** |  | | 3. Humid | **☒** | **☐** | **☐** | **☐** | **☐** |
| 4. Talking | **☐** | **☐** | **☐** | **☒** | **☐** |  | | 4. Hazards | **☒** | **☐** | **☐** | **☐** | **☐** |
| 5. Working at various tempos | **☐** | **☐** | **☐** | **☐** | **☒** |  | | 5. High places | **☒** | **☐** | **☐** | **☐** | **☐** |
| 6. Concentrating amid distractions | **☐** | **☐** | **☐** | **☐** | **☒** |  | | 6. Hot | **☒** | **☐** | **☐** | **☐** | **☐** |
| 7. Remembering names | **☐** | **☐** | **☐** | **☐** | **☒** |  | | 7. Cold | **☒** | **☐** | **☐** | **☐** | **☐** |
| 8. Remembering details | **☐** | **☐** | **☐** | **☐** | **☒** |  | | 8. Dry | **☐** | **☐** | **☐** | **☐** | **☒** |
| 9. Making decisions | **☐** | **☐** | **☐** | **☐** | **☒** |  | | 9. Wet | **☒** | **☐** | **☐** | **☐** | **☐** |
| 10. Working rapidly | **☐** | **☐** | **☐** | **☐** | **☒** |  | | 10. Change of temp | **☒** | **☐** | **☐** | **☐** | **☐** |
| 11. Examining/observing details | **☐** | **☐** | **☐** | **☐** | **☒** |  | | 11. Dirty | **☒** | **☐** | **☐** | **☐** | **☐** |
| 12. Discriminating colors | **☐** | **☒** | **☐** | **☐** | **☐** |  | | 12. Dusty | **☒** | **☐** | **☐** | **☐** | **☐** |
|  |  |  |  |  |  |  | | 13. Odors | **☒** | **☐** | **☐** | **☐** | **☐** |
|  |  |  |  |  |  |  | | 14. Noisy | **☒** | **☐** | **☐** | **☐** | **☐** |
|  |  |  |  |  |  |  | | 15. Working With others | **☐** | **☐** | **☐** | **☒** | **☐** |
|  |  |  |  |  |  |  | | 16. Working around others | **☐** | **☐** | **☐** | **☒** | **☐** |
|  |  |  |  |  |  |  | | 17. Working alone | **☐** | **☐** | **☒** | **☐** | **☐** |