

**USF Job Class Description**

JOB CODE: 4330
JOB TITLE: Campus/ College Budget
Director
PAY PLAN: 21
CAREER BAND: G
FLSA: Exempt
CBU: 29
Effective Date: 04/01/07

Job Title: Campus/College Budget Director

Job Summary

This position provides leadership to develop, coordinate, and monitor the operating budget of a USF regional campus or college. This role coordinates with USF system-wide budget office on all budgeting issues. The incumbent may present regional campus or college specific budgetary issues to workgroups, the budget and finance councils, campus Boards of Trustees and other leadership groups.

Nature of Work

This position provides direction for all aspects of the operating budget process for a regional campus or college including planning, preparation, management, and monitoring of the budget. This is a professional budget management position that serves as a campus or college expert on a wide range of financial issues. The incumbent ensures that policies and procedures are consistently implemented and communicated throughout the campus or college organization. Assignments are made only in terms of broad goals with considerable latitude for decision-making, and establishing priorities. Due to the nature of the work, the incumbent creates interpretations, evaluations, financial models and analytical approaches. They have monitoring responsibilities and responsibility for assigning, or reviewing work to other budget, accounting, and fiscal professional and support staff throughout their campus or college organization.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all work that may be assigned to positions in this job class.

- Prepares, analyzes, and submits budget requests.
- Forecasts revenues and expenses and develops budget models and scenarios.
- Composes budget policies, guidelines and instructions for a regional campus or college organization. Works extensively with departments to help them to manage their budgets.
- Processes budget adjustments into FAST.

- Prepares quarterly budget reports for submission to leadership groups. Prepares Educational and General budget detail with input from divisions and departments.
- Communicates extensively with the university system-wide budget office and campuses colleges and departments on budget matters.
- Maintains position inventory, assigns new position numbers, and monitors vacancies to ensure fiscal/budget goals for staff expense are met.

Minimum Qualification Requirements

This position requires a Bachelor's degree in Accounting, Finance, or Business Administration or a field directly related to the positions responsibilities and six years of professional business experience; or Master's degree in those same fields and four years of professional business experience.