

Position Description

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Report Run Date	Aug 30 2017 7:41PM
Position Number:	02021287
Dept:	VP-INFO & EDUCATIONAL TECH - 061425
Position:	BUSINESS AND FINANCE MANAGER
Approved Payroll Title Code:	0212
Approved Payroll Title:	FINANCIAL ANL MGR 1
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	MSP25
POSITION DETAILS	
Job Summary:	<p>Under the Direction of the Chief Operating Officer (COO), the Business and Finance Manager manages, prepares, administers and directs control of budget/organization resources across IET. Responsible for development and coordination of IET business practices and space allocation/utilization. Manages the activities of the financial/resource analyst staff. Reviews and approves recommendations for financial planning and control. Monitors division and department adherence to approved budget. Provides guidance to subordinates to achieve goals in accordance with established policies. Provides consultation and guidance to management regarding budget, financial controls and accountability, rate development, and business planning for the following units: Academic Technology Services, Communications Resources & Data Center, Enterprise Infrastructure Services, Enterprise Student Applications and Security. May participate and/or represent the COO on various campus committees such as: SSC/COO Meeting, BIA & COO Meeting, and Recharge Rate Group.</p>
Campus Job Scope:	
Department Specific Job Scope:	<p>This position oversees the Business Operations Unit (BOU) and the Budget Office, an IET centralized group that provides a wide range of business services including accounting, and billing.</p> <p>IET has an operating budget of \$53M annually that includes general funds, lottery funds, recharge funds, and a variety of other specialized funding. The division has a throughput of material expenses, including pass-thru costs for other campus departments, ranging from \$2M to \$5M annually.</p> <p>The division has six major departments, which includes over 270 career, contract, and student staff distributed over 22 buildings both on and off campus.</p>
Positions Supervised:	<p>Direct Supervision: Financial Services Supervisor 1 - 2 FTE</p> <p>Indirect Responsibility: " " Assistant 3 - 4.0 FTE Analyst II - 3.0FTE Analyst IV - 3.0 FTE</p>

Essential Responsibilities:

45% BUDGET & FINANCIAL CONTROLS MANAGEMENT

Manages, prepares, administers, and oversees control of budget/organizational resources in excess of \$ 53 M. Manages the IET Business Office Unit & the IET Budget Office & is responsible for submitting budget plans, fiscal policy/communication & coordination for approval. Responsible for submitting for approval recharge rate requests & annual budget plans. Reviews/approves requests for Instructional Equipment Replacement funds & allocations of temporary and permanent funds.

20% FISCAL MANAGEMENT AND REPORTING

Creates and analyzes financial reports; provides observations/recommendations to COO/VC on all financial matters. Ensures financial controls & compliance. With approval of COO, liaises with campus Budget & Institutional Analysis on budget & financial matters; responds to information requests; submits budget/rate proposals, monitors budgetary environment & initiate/recommends adjustments. Provides oversight for review, analysis, & approval of contracts/SLA's/MOUs; ensures auditable routing/approval processes. Leads implementation & maintenance of internal controls. Provides strategic guidance to development/interpretation/implementation of budgetary & fiscal policy; acts as a resource on fiscal issues. With the COO, provides strategic oversight of financial planning/reporting activities. Guides analysis/forecasts related to fiscal implications of new/proposed policies. Assists in development/refinement of financial systems/procedures. Mentors staff in creation/maintenance/improvement of processes. Coordinates design/production of reports for reporting of financial matters. Analyzes report data & provides consultation/recommendations on trends/patterns. Reviews, monitors & approves operational & administrative expenses & staffing decisions. Coordinates receipt/distribution of current/base budget allocations. Administers/approves one-time funds for projects. Oversees preparation of financial reports for internal use & external reporting requirements. Manages annual department budget process. Coordinates development of rate proposals. Reviews/analyzes project budget proposals. Provides strategic guidance/alternatives/recommendations for reserves. Maintains records on budgets, rates, and commitments. Assists in the oversight of annual fiscal closing activities.

20% STRATEGIC PLANNING & BUSINESS DEVELOPMENT

Works with COO/VC on strategic resource management. Works with directors on development of business plans for delivery of technology products & services. Guides development of systems, practices & policies for specialized needs. Provides consultation & guidance for analysts/developers regarding financial reporting & resource mgmt applications. Develops short & long-term recommendations to align resource base with program activities. Presents strategic financial updates to COO and CIO.

15% IET STAFF MANAGEMENT

Provides direct supervision to staff. Determines/distributes/supervises work performed. Ensures work is compliant with Software Development Life Cycle & achieves expectations. Delegates work & set priorities. Provides coaching & mentorship to staff. Writes position descriptions & performance appraisals, select candidates, train incumbents, & provide feedback, counseling & corrective action. Provides guidance to staff regarding conduct & development; address complaints & resolving problems; assure accountability.

Physical Demands:

Work Environment:

May be required to work alternate or extended schedule based on workload.

Travel between campus locations, and between on- and off-campus locations.

	<p>UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.</p>
Background Check:	Yes
QUALIFICATIONS	
Minimum Qualifications:	<ul style="list-style-type: none"> -Baccalaureate degree in Business Administration, Accounting or Finance or related area or an equivalent combination of education and experience. -Minimum of 5 years of experience providing progressive leadership and experience in a high-level administrative role within a large, complex environment -Working knowledge and experience applying Generally Accepted Accounting Principles (GAAP), federal and state regulatory compliance in financial management, accounting, personnel/payroll, and resource planning/risk management. -Experience in financial forecasting and the development and use of sophisticated tools and financial models to monitor funds, assess and manage risk, make projections, and design financial and management reports. -Supervisory experience and skills to effectively recruit, train, evaluate, conduct performance management, and build an effective service-oriented, team environment. -Interpersonal and communication skills to clearly and effectively articulate goals and objectives to a diverse audience, secure and/or provide clarifying information, resolve problems, and effectively communicate policy decisions. -Strategic planning, analytical, and program evaluation skills to effectively manage financial operations with significant budgets and provide sound financial recommendations to leadership and staff.
Preferred Qualifications for Selection:	<ul style="list-style-type: none"> -Master's degree in Business Administration (MBA). -Demonstrated experience as an effective leader in budget and financial management, facilities planning, administration, and IT/technology management. -Experience leading business-process improvement, organizational-change initiatives, and information-systems implementations. -Experience with automated management information systems and other tools for financial modeling, tracking, and analysis. -Skills, knowledge, and experience in the principles and practices of business management to effectively and ethically manage and oversee a complex academic operation in the areas of, space and facility requirements, information technology, and teaching/research laboratory needs. -Experience developing rates for matrixed organizations. -Project management skills to take complex, significant projects from conception to fruition in a timely and effective manner. -Management experience analyzing complex information or problems in an

objective manner with a focus on establishing priorities, developing of sound recommendations and problem solving.

-Substantial knowledge of campus and University-wide policies and procedures in administrative matters; in-depth knowledge of principles, policies, and procedures as they relate to financial/budgetary matters in the higher education setting; familiarity with fund accounting methods.

Expectations

Job Expectations

Read and follow the UCD Principles of Community.

Work will be performed with continual consideration of:

- Supporting organizational and programmatic goals.
- Providing bases for management decision-making.
- Developing sound budget and expense strategies.
- Developing mutual understanding of roles with IET business and budget analysts.
- Assuring accurate posting of financial transactions.
- Achieve maximum utility of business management info systems.
- Assuring accuracy, clarity, thoroughness, and internal consistency of project budget proposals as submitted by IET depts; assuring compliance with relevant policies, procedures, and guidelines.
- Assuring appropriateness of actions taken to conduct year-end closing processes.

Provide budgetary/financial research/analysis/critical thinking/problem solving/strategic direction for special projects as assigned, including initiatives, administrative unit reviews & audits. Manages complex financial and multi-year business projects. Develop related presentation materials.

Consider cause & effect in decision making.

Communication skills to effectively present information (oral, written, presentation, documentation).

Use tact and diplomacy for interactions with others.

Communication skills to understandably and effectively describe technical requirements to technical and non-technical audiences.

Convey a helpful and positive attitude in support of the department's client service environment, support departmental goal of providing positive, innovative and effective customer service through performance of job functions.

Highly motivated and results orientated.

Work independently, establish priorities and to exercise good judgment, effectively establish priorities, organize tasks, and direct effective implementation of tasks in a demanding work environment.

Maintain up-to-date knowledge through literature, classes, exhibits, seminars, on-the-job training and other relevant training forums.

Be familiar with, and comply with, specific and detailed safety procedures and practices, including cyber-safety guidelines.

Work cooperatively and collaboratively with others in support of the mission of UCD, working with a diverse group of people in such a manner as to build high morale and group commitments to goals and objectives.