Position Description

Requisition # 03021101

Position Number: 02008343

Dept: VP-INFO & EDUCATIONAL TECH - 061425

Position: ASSISTANT FISCAL OFFICER-SUPERVISOR

Approved Payroll Title Code: 7710

Approved Payroll Title: FINANCIAL ANL 4

Approved MSP Salary Grade:

Approved PSS Salary Grade: PSS23

POSITION DETAILS

Job Summary: Under the general guidance of the Business & Finance Manager, perform budgetary and financial functions for one or more IET departments and/or projects to assist in their effective management. Provide strategic guidance to department heads and managers regarding budgetary and financial issues. Represent the Business & Finance Manager in meetings and discussions as needed. Ensure that appropriate accounting and internal controls are maintained, prepare and establish budgets, organizes resources according to budgetary plans, prepare both routine and ad hoc financial reports using data from the general ledger and departmental or project budgets, forecast revenue and expenses, assist in the development of rates for recharge services, and coordinate the development and management of Service Level Agreements.

Campus Job Scope: IET consists of the Vice Provost's Office and three associated departments with a total of approximately 250 staff and 21 student FTEs. The annual IET budget is approximately $40M, consisting of General Funds, Recharges, Income, Instructional Equipment Replacement Funds, Lottery, and Registration Fee Fund types.

Department Specific Job Scope: Approximately 88,000 assignable square feet are assigned to IET, representing 23 locations on and off-campus.

This position is located within the Office of the Vice Provost, which provides leadership and administrative services to IET as well as coordination to the campus community with respect to information and educational technology policy and planning.
Positions Supervised: FINANCIAL ANL 3 2.00 FTE

20% STRATEGIC BUDGETING/FORECASTING
Provide strategic guidance to department heads/managers on budget/financial/business issues. Represent CFO in meetings. Present to groups; facilitate budget/financial issue discussions. Develop/maintain budgets for departments/projects. Build budget models using previous expenses/current year estimates/projections. Establish/apply budget review methodology to analyze according to impact by funding type/alignment with program objectives. Use data tools to research budget issues requiring analysis/synthesis of large amounts of complex data. Evaluate data, identify options, make recommendations for decision-makers. Provide forecasts on budget impacts of service trends, rate/policy/technology changes on ongoing/planned operational objectives. Monitor legislative, regulatory, corporate developments that influence service strategies/pose operational opportunities/challenges; advise management on actions.

20% SUPERVISE
Assign tasks/assure accountability; guide/advise; train/develop; provide feedback on performance. Provide counseling/corrective action as needed. Prepare job descriptions, recruit/select applicants. Conduct supervisory responsibilities in accord with applicable laws, UCD policies, contracts, procedures.

Essential Responsibilities:

20% FINANCIAL PROCESS/ANALYSIS
Provide tactical guidance to directors/managers on expense strategies with variety of fund sources, & in structuring department processes. Advise mgmt. on trends affecting business strategies. Collaborate with mgmt. on account structures. Serve as account manager. Monitor transactions, address deviations from expectations. Research, analyze, recommend, & implement measures to ensure financial controls. Create/revise financial approaches in line with trends/changes in factors impacting financial performance. Provide break-even, marginal, variance analyses comparing periodic revenue/expense to budgets. Perform financial audits, feasibility studies; hold financial analysis sessions with department heads/managers/staff; research/compile data, participate in vendor contract reviews; respond to budget inquiries. Coordinate with BOU to process documents/complete fiscal close; ensure alignment of resources, expenses in general ledger. Collaborate on review/analysis/negotiation of vendor contract terms/conditions. Help develop, report on, coordinate collection of metrics. Develop data collection/presentation
tools for operational activities, capacity planning, budget documents. Build multi-year metric comparison models, & analyze data.

20% RATE DEVEL/SLA/BILLING
Review, analyze, develop highly complex recharge rates for self-supporting activities. Reconcile projected revenue with budget proposals. Develop/implement methods to track, report expenses/overhead/revenue by line of business. Contribute to the development/maintenance of systems for tracking/reporting billable/non-billable recharge time. Compare rates with private companies/peer institutions to assess competitiveness of existing operations/appropriateness of rate models. Develop, track, & maintain department SLAs with other campus units. Advise staff on SLA content; implement related billing. Produce/use billing systems reports to analyze data for recharge activities; present findings to mgmt. Work with billing staff to ensure appropriate billing. Contribute to design/oversight of IET billing systems.

20% FINANCIAL REPORTING
Prepare financial reports presenting complex financial, client, & operational data in graphic/written/tabular forms. Create/maintain report formats; compile, verify, analyze financial/budget data; identify needs, prepare trend-lines; recommend financial adjustments to management. Prepare ad hoc reports on budget/financial issues for decision-makers. Work with A&FS on IET budget/accounting matters.

Physical Demands:
Work at a computer terminal for extended periods.

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

Travel between campus and off-campus locations.

Vacation is restricted during peak work periods.

Work Environment:
Adhere to workplace safety practices, read information communicated about workplace safety, complete required safety training on time, and report any workplace safety issues promptly to their supervisor or the designated safety coordinator.

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.

Background Check: Yes

QUALIFICATIONS

Minimum Qualifications:

Experience analyzing complex financial data.

Experience working with large volumes of complex data.

Experience supervising teams performing complex financial and budget analysis tasks.

Financial experience to develop and apply creative innovative concepts to problem resolution.

Experience communicating complicated, multifaceted budget and financial data to non-financial audiences in an understandable way that facilitates decisions to be made.

Knowledge of business or related field demonstrated through education or equivalent experience.

Experience with fund accounting and generally accepted accounting principles and techniques.

Experience with the application of accounting principles to budgeting, rate development, and financial reporting.

Experience monitoring and managing a complex budget using an automated accounting system (e.g., DaFIS).

Experience with statistical data collection techniques and quantitative analysis.

Experience effecting process improvement and re-engineering.

Preferred Qualifications for Selection:

Experience with Kuali Financial Systems (KFS) or equivalent.

Experience with Payroll/Personnel System (PPS) or equivalent.

Experience preparing break-even analyses, variance analyses, and feasibility studies.
Demonstrated experience conducting research.

Experience in making presentations to groups, facilitating group discussions, and achieving consensus from disparate perspectives.

Experience performing complex spreadsheet analyses, formulating and preparing complex reports, and preparing sophisticated presentations using Microsoft Office products (Excel, Word, and PowerPoint) or other automation tools.

MS Excel power user at the guru level.

Knowledge of public sector business practices, entrepreneurial operations, and fund management.

Knowledge of University of California, Davis, policies and procedures pertaining to financial administration, payroll, personnel, and other business-related activities.

Experience using tact, diplomacy, and conflict resolution techniques.

Experience using MS Office suite on personal computers to effectively carry out duties and ability to learn new software quickly.

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<td>Read and follow the UC Davis Principles of Community.</td>
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<td>Address any workplace safety issues with staff you supervise or lead.</td>
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<td>Ensure all staff are informed of typical workplace hazards via the job safety analysis and personal protective equipment process and complete required safety training. Assists the safety coordinator and safety officers in implementing workplace safety practices. Escalate any issues to the designated safety coordinator, safety officer, and/or department director promptly.</td>
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<td>Ability to maintain a strong degree of confidentiality, integrity, and judgment.</td>
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<td>Abilities that demonstrate initiative, problem diagnosis, and proactive problem solving skills.</td>
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<td>- Communication skills to understandably and effectively describe technical requirements to technical and non-technical audiences.</td>
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<td>- Support departmental goal of providing positive, innovative and effective customer service through performance of job functions.</td>
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<td>- Effectively establish priorities, organize tasks, and direct effective implementation of tasks in a demanding work environment.</td>
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Job Expectations
- Ability to cultivate trust and build successful working relationships with stakeholders, subject matter experts, and other relevant staff and management.

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 departments; assuring compliance with relevant policies, procedures, and guidelines.
- Assuring appropriateness of actions taken to conduct year-end closing processes.