JOB DESCRIPTION

TITLE
Senior Manager, Student Life Financial Analyst and Budgets

JOB SUMMARY
The Senior Manager of Student Life Financial Analyst & Budgets is responsible for the operation of auxiliary resources and budget functions for the Vice President of Student Life and all units under the Student Life Division. Serves as the primary fiscal officer for the Division of Student Life, including budget forecasting, modeling, implementation, monitoring, accounting, and reconciliation. Serves as primary liaison to the Budget Office and Controller’s Office. Consults with and advises student life leadership regarding budgetary decisions. Work is performed under minimal supervision with broad latitude for initiative and independent judgment. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS
Reports to: Vice President for Student Life
Supervises: Student Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Serves as the primary fiscal officer for the Division of Student Life, including budget forecasting, modeling, implementation, monitoring, accounting, and reconciliation. Serves as the primary liaison to the Budget Office and Controller’s Office.
- Responsible for the preparation, maintenance, and control of the student life budget and reserves.
- Serves as the lead on Student Services Fee Allocation Committee budget system and process. Prepares financial data and models for the committee members.
- Consults with and advises student life leadership regarding budgetary decisions to ensure targets, expectations and deadlines are met.
- Reviews and analyzes budget data versus actual data to identify gaps, trends, and/or the need for short-term and/or long-term forecast adjustments.
• Participates in multiple, special, and confidential projects as assigned by the Vice President of Student Life.
• Responsible for the consolidation and summarization of budget recommendations as required at the program, unit, department, and division level.
• Provides program and policy guidance to all units under the Student Life Division to ensure budget requests/expenditures are in compliance with TWU policies, state and federal guidelines and statutes.
• Coordinates and assumes a leadership role in the oversight, preparation, maintenance, and control of the merit compensation program for the division.
• Reviews and approves budget transfers.

ADDITIONAL DUTIES

• Coordinates with other departments in the development, implementation and maintenance of financial data to ensure the overall accuracy of reports required by State agencies and other ad hoc reporting requirements.
• Performs other duties as requested.

EDUCATION

Bachelor's in Business Administration or other relevant field required. Master's degree preferred.

EXPERIENCE

Five years progressively responsible experience in budget preparation and/or fiscal management. Experience in higher education preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

• Knowledge of advanced applications for complex data management systems for higher education environment.
• Knowledge of budget, accounting, human resources, and payroll systems and processes.
• Skills sets of advanced data base applications and tools, personal computer applications.
• Skills sets of advanced production modeling and problem solving in complex environment.
• Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
• Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
• Ability to apply budgetary and fiscal planning techniques within financial constraints.
• Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
• Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
• Ability to communicate effectively -orally, by phone, in person, and in writing.
• Ability to use a personal computer and other office equipment, including related university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.
The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ___________________________ Date: ______________

Employee Printed Name: __________________________

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.