



## RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC  
Date created or revised: 11/16/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: No

Title: Director, Budget and Financial Planning  
Status: Full time, 35 hours/week  
Grade: 18  
Union Affiliation: NUNC (Non-Union/Non-Classified)  
Reports to: Vice President, Administration & Finance

### **PRIMARY PURPOSE:**

Prepare the College's budget for presentation to senior management, the Office of the Postsecondary Commissioner ("OPC"), the Council on Postsecondary Education (the "Council"), the Board of Education, and the Executive and Legislative branches of state government. Ensure that the budget submission reflects the mission, goals and plans of the College. Develop in-house allocation of the budget to each division and department. Monitor revenues and expenditures, and project year-end financial status. Participate in decision making with senior management. Assist all areas in optimizing revenue, managing costs, evaluating new programs, and maximizing efficiencies.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### Essential Job Functions:

- Prepare and analyze the College's revenue and expenditure budget.
- Participate in planning sessions with senior management and the President's Executive Cabinet ("PEC").
- Present budget data to the PEC and solicit their recommendations for utilization by the President in his deliberations concerning the budget request. Ensure that the submission of all budgets (request, allocation, mid-year) reflect the strategic plan of the institution.
- Develop and implement the College's analytic budgeting system.
- Analyze college and departmental expenditures and revenues. Perform cost-effective analysis.
- Provide studies, financial analysis and data to senior management, OPC, the Council, the Board of Education, the Executive and Legislative branches of state government, to faculty, staff, students, and the external community.
- Provide financial analysis support for critical decision-making tools such as contribution margin analysis and unit/activity benchmarking studies.
- Identify and provide closure on technical financial issues, accounting/budget system issues, budget department or college issues, and College budget issues.
- Oversee the professional staff who will study and review departmental, college and division budget estimates of previous years, noting significant trends, changes or variations and their effect on current and proposed work programs and projects; compile and prepare experience data for use by management.
- Manage the day-to-day operations of the College's Budget & Financial Planning Office, directing professional staff; establish work priorities and ensure that the process is in compliance with sound budgeting/accounting standards and with applicable policies, procedures, regulations, and laws. Implement new budgetary policies and procedures when necessary.

- Control and audit for proper completion the receipt of budget requests as prepared by the various academic and administrative units.
- Assist in budget hearings as required.
- Assist in the formulation phase of the institutional budget in such areas as the assessment of validity assumptions, appraisal of work plan projections, evaluation of the adequacy of justification and forecasting of requirements.
- Oversee computerized budget systems and identification of budget modifications. Oversee the Position Control System. Maintain financial control over budgetary allotments and expenditures of divisions and departments within the College.
- Prepare and make budget presentations to senior management. Present recommendations concerning the budget to senior management.
- Coordinate with College officials; assist in policy development; perform research.
- Communicate on a regular basis with staff of the OPC concerning issues that impact the College's budget.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Vice President, Administration & Finance

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Bachelor's Degree with specialization in finance or related field.

Experience:

At least ten years of financial management with particular emphasis on budgeting, planning, financial analysis, and control techniques.

Skills, Knowledge and Abilities:

- Demonstrated ability in complex automated financial systems.
- Ability to plan, organize, and supervise others.
- Ability to multi-task and work under pressure to produce output in response to both internal and external deadlines.
- Ability to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and College managers in academic and other areas.
- Ability to identify and solve customer orientation problems.
- Demonstrated strong background in analytical mathematics and be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports.
- Ability to prepare and deliver oral presentations before small, medium and large groups of people.
- Possess strong interpersonal skills.

**PREFERRED:**

Master's degree in finance or related field.

**ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*