

JOB INFORMATION

Effective Date	9/27/2022
Job Code:	3150
Job Title:	Manager, Budget
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	M1 - First Level Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	
Job Family:	
Job Summary	The Budget Manager manages and coordinates senior level professional work for executive administration with data analysis, production of reports and presentation materials. Manages analytics and compilation of complex financial and institutional data by extracting and defining relevant information as well as through collaborative partnerships with Office of Institutional Effectiveness and Enrollment Management. Manages the Annual Operating Budget process by monitoring, collecting, extracting, and analyzing data. Supervises business administrators and provides recommendations and guidance in the development of departmental operating budgets and central business services.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Bachelor's degree in Finance, Accounting, or Business-related field.	Required	
Master's Degree	Master's degree in Finance, Accounting, or business-related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Seven years of progressive, directly related job experience.	Required	
Some	Five years of experience working in Texas Higher Education. Experience working with PeopleSoft and Hyperion systems.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Ability to interface student data, accounting, human resources, and budgeting systems.	Skilled
• Advanced analytical and problem-solving skills.	Skilled
• Advanced ability to translate data into financial reports.	Skilled
• Excellent interpersonal and organizational skills as well as excellent professional oral and written communication skills.	Skilled
• Advanced skills in Microsoft Excel, Word and Adobe Acrobat Pro.	Skilled
• Ability to maintain confidentiality.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Develops and coordinates extraction of complex financial and institutional data to identify financial performance, variances, and probability.	20%
• Develops moderately complex financial reports for variance, forecasting, trending, and results analyses for executive administration.	20%
• Coordinates review of proposals for new programs or changes in degree programs for financial viability and resource requirements.	5%
• Coordinates quarterly reviews and performance indicators of business administrators. Advises departments on budget, payroll, and financial operations.	5%
• Manages the preparation of the Annual Operating Budget by providing oversight of all tasks and assignments during the budget development process.	10%
• Manages the design of business operations training and manages facilitation of training.	10%
• Manages the institutional positional control, research, development, and maintenance of budget policies and procedures and conducts feasibility studies for proposed alternatives for all business operations.	5%
• Coordinates preparation and submission of regularly scheduled state reports.	5%
• Reviews and approves budget and general ledger journals.	5%
• Supervises Business Administrators.	10%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description