

# University of Houston – Clear Lake

## Position Description

Job Title: **Executive Director, Budget**

Job Code: **3147**

Pay Grade: **080**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Requires a related four-year degree, or equivalent experience.	Master's degree.
Experience	A minimum of six years directly job-related experience and supervisory experience. Past employment history must reflect administrative and financial positions with increasing levels of responsibility.	
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Responsible for the preparation, implementation and control of the Annual Operating Budget. This includes planning, development, and implementation of systems and procedures to ensure uniform budget preparation, control and reporting. Responsible for the preparation of the biennial Legislative Appropriation Request (LAR). Directs and manages the operations and staff of the Budget Office. Responsible for analyzing data and preparing and coordinating responses to departments, senior management, external agencies, System Administration and Board of Regents. Responsible for the planning and assessment function of the Budget Office. Represents the University of Houston-Clear Lake on budget issues both at the System Administration and State level.**

Duties and responsibilities

% Time

Directs and manages the daily operations and staff of the Budget Office to include defining and developing goals, policies and operational procedures, determining work flow, overseeing department operating funds and making staffing decisions. Oversees the problem solving, troubleshooting, testing, training and documentation efforts for UHCL related to the Financial System.	20
Oversees the preparation of the Annual Operating Budget to include supporting schedule generation, reconciliation of the Budget and monitoring allocation of funding. Prepares revenue projections, establishes the Budget Guidelines, and generates and analyzes the Executive Summary Report submitted to the Board of Regents.	20
Oversees and participates in the design, development and implementation of the Budget Development System. Develops and implements the Unit Assessment Plan. Assesses the results and writes the Unit Assessment Plan Report annually.	15
Oversees, coordinates and reviews the gathering of data, certain schedule and special item preparation for the biennial Legislative Appropriation Request (LAR) and data entry into ABEST. Prepares and reconciles schedules within the LAR and to the Financial Statements, submitting the final document to the Legislative Budget Board. Analyzes proposed legislative bills and the future impact to the University.	15

Analyzes data and prepares and coordinates responses to departments, senior management, external agencies, System Administration and Board of Regents to include ad hoc report requests, surveys and budget presentation materials.	20
Represents the University of Houston-Clear Lake on budget issues both at the System Administration and the State level. Assist departments and/or management in resolving significant budget issues.	10

***This position description describes the general qualifications, duties and responsibilities of work being performed.***