



Knight Vision

UNIVERSITY OF CENTRAL FLORIDA

Finance / Budget Manager

Working Title: Finance / Budget Manager
Pay Grade: 20

Job Family: Finance

Organizational Overview

The University of Central Florida's (UCF's) Finance Business Centers (FBCs) provide first point of contact support for employees across the university's various colleges and divisions. Each center is embedded within a college or division, allowing the Finance, Research & Procurement staff within the center to be integrated into the operations and culture of the community in which they work. Through this model, Finance & Procurement staff act as invaluable advisors and business advocates for the college or division that they serve.

All Finance Business Centers are connected to the university's Central Finance Office and the Office of Research to provide clear and consistent functional accountability and support. In addition, the Central Finance Office and Office of Research will support the training and professional development needs of the FBCs. This connection provides both a strong communication channel for sharing updates in the ever-changing regulatory world in which we operate and support for college-specific challenges that need a university-wide solution. Ultimately, the connection between FBCs, the Central Finance Office and the Office of Research empowers the college and division centers with increased decision and approval rights – removing the need for back-and-forth with central offices.

All employees and FBCs are supported by the Knights Experience Team (kNEXT). kNEXT acts as a hub for common questions and inquiries from employees across the University and updates Workday self-service support materials with current information. kNEXT provides the university community access to a rich repository of information in an accessible manner, allowing the FBCs and the Central Finance Office to focus on their core missions. Finally, kNEXT provides back-up for the college and division centers as necessary.

Position Summary

The Finance/Budget Manager serves as a member of the college/division's Finance Business Center and supports the Finance/Budget Director in the strategic planning and on-going measurement in achievement of the college/division's financial goals by developing and managing the financial activity for multiple departments and/or units within a college or division. The Budget Manager is responsible for providing leadership and guidance to Finance/Budget Analysts and other day-to-day operations within the Finance Business Center.

Example of Duties

- Support the Finance/Budget Director in determining strategic financial direction of the college/division and monitoring their organization's budgets
- Monitor the spending and activity within their assigned areas of the college or division. Inform chairs, department leaders and other stakeholders of the availability of funds.
- Assist with financial plans, forecasts, variance analysis and provide observations regarding financial trends.
- Execute on activity in support of approved budgets and financial goals.
- Maintain an open channel of communication with the Finance/Budget Director to ensure adequate coaching and support for Finance/Budget Analysts and the overall success of the Finance Business Center
- Act as an information conduit between the Finance/Budget Analysts and Finance/Budget Director
- Inform Finance/Budget Analysts of current policies, practices, and procedures and ensure compliance with university policies
- Oversee day-to-day operations of the Finance Business Center with the support of the Finance/Budget Analysts
- Participate in strategic projects impacting the Finance Business Center from conception through implementation
- May serve as backup to the Finance/Budget Director
- Oversee the use of the purchasing card in the acquisition of goods and service and reconciliation of resulting charges

Qualifications

Minimum Qualifications: Bachelor's degree and 6+ years of relevant experience or combination of relevant comparable education and experience.

Relevant Experience:

- Experience in a supervisory/leadership role managing a team of Finance professionals responsible for delivering on expected results.
- Experience comprehending, interpreting, and appropriately applying the sections of applicable laws, guidelines, regulations, ordinances and policies.
- Experience overseeing position management and funding allocation.
- Experience preparing visual reports that reflect business performance across various metrics and key performance indicators.
- Experience completing variance analysis and business unit fiscal performance.

Preferred Qualifications:

- Related Master's Degree
- Professional Certification(s) (CBA, CPA, CMA)
- 1+ Years of experience in a supervisory/leadership role managing a staff of financial professionals
- Higher education experience

Competencies:

- Ability to acquire a thorough understanding of the organization's hierarchy.
- Excellent organizational skills and attention to detail with the ability to manage competing, high priority demands, prioritizing workload, managing projects and multiple responsibilities.
- Strong written and verbal communication, with ability to handle highly sensitive and confidential information.
- Ability to remain calm and professional under stress.
- Ability to develop highly effective and valued professional relationships with colleagues, staff, faculty and university leadership.
- Ability to prepare higher-level and complex ad hoc financial analysis and modeling.
- Ability to analyze data, trends, and insights to identify the root causes and provide solutions.
- Ability to present management with financial alternatives as necessary and formulate plans for implementation.
- Ability to analyze proposals that support strategic plans for the college or division.
- Critical thinking, analytical and problem-solving skills, with proven ability to work closely with leaders to support the resolution of financial issues.

Physical Environment

Standard office environment with no unique physical demands.

Physical/Cognitive Requirements

- Employee must be able to sit or stand for prolonged periods of time
- This role routinely uses standard office equipment
- Written communication; verbal communication; logic; fast pace; multiple priorities; sitting in normal position; analyzing; reasoning; reading

Responsibility for Confidential Data

Exposed to highly sensitive and confidential information and situations. Must be able to handle with objectivity, candor, and confidence.