

**JOB TITLE : DIRECTOR BUDGET**

**JOB FAMILY : FINANCE/BUDGET/PLANNING**

**BAND : I**

**FLSA : EXEMPT**

**JOB CODE : 10249**

**MAIN FUNCTION:**

Coordinate the development of the University's Annual Financial Plan to be submitted to the Board of Trustees; provide financial analysis, budget advice, and recommendations on the implications of operating decisions to University senior administration.

**ESSENTIAL DUTIES & RESPONSIBILITIES :**

Manage general purpose budget.

Assemble data, coordinate reviews, and publish the University's financial plan.

Develop Endowed Ithaca operating plan, which includes coordination of information dissemination and data collection.

Assist senior administrators in financial analysis, budget projection, and financial policies.

Prepare special reports for senior administration.

Provide leadership and guidance to staff.

**JOB PROFILE :**

MINIMUM EDUCATION : Master's degree or equivalent.

MINIMUM EXPERIENCE: 7 but less than 10 years of experience or equivalent.

IMPACT: Accountable for activities which have a substantial impact on operations, resources or the University's reputation.

CONTACTS INSIDE THE UNIVERSITY: Contacts involve high-level interaction on matters which are of considerable diversity and may involve University activities that are highly sensitive or confidential.

CONTACTS OUTSIDE THE UNIVERSITY: Contacts involve developing and making presentations and negotiating with others.

CONTACTS WITH STUDENTS: None to limited contact with students.

SUPERVISION GIVEN: Responsible for providing day-to-day supervisory direction to other managers.

COMPLEXITY: Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs. Duties generally are numerous and extremely diverse and include a wide variety of unrelated processes and work methods. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment.

LEVEL OF DECISION MAKING: Responsible for making decisions concerning policy-setting, research, planning or students.

EFFECT OF DECISION MAKING: Decisions directly affect more than one college, school, administrative unit, etc.

FREEDOM OF ACTION: Little direct supervision of activities, with considerable latitude for exercising judgment and self-direction.

WORKING CONDITIONS: Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.

***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***