**Title Details**

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| Employee Type | AP-Administrative Professional |
| University Title | Finance/Budget Manager |
| Title Code | 1143 |
| Function General Scope | Positions assigned to this class have substantial responsibility for directing or controlling program operations and who are accountable for the allocation of resources and program results. Duties include supervising staff and managing the fiscal support functions for a major academic or administrative unit, include ensuring compliance with University, State, and Federal regulations. |

**Job Duties and Responsibilities**

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| Summary of Duties | This position is responsible for managing the financial, personnel, and business administration function for DEPARTMENT. Provides management and leadership of day to day services including: accounts receivable and payable, purchasing, budgeting, personnel, payroll, travel, property inventory, record keeping, auditing, analysis, and grant and contract administration. |
| Job Function, % Time, Essential | 50%, Fiscal Management, Essential |
| Duties Performed | Oversees the budgeting and fiscal management processes.  Analyze, recommend, implement, and administers financial policies and procedures.  Recommend options for new approaches and cost-effective services.  Compiles and analyzes financial information and develops integrated revenue/expense analysis, projections, reports and presentations.  Maintain fiscal record keeping systems, databases and spreadsheets.  Develops and distributes periodic budget reports, analyzes data and provides forecasts.  Provides budget reconciliation and balance maintenance, record-keeping, and historical budget data reporting.  Ensure compliance with federal, state, and university policies and regulations, while maintaining appropriate internal control safeguards. |
| Job Function, % Time, Essential | 20%, Grants and Contracts, Essential |
| Duties Performed | Oversee and assist in the preparation and submission of grant and contract proposals in compliance with granting agency policies.  Provide guidance and advice to employees regarding grants/contracts proposal and help solves problems that may arise.  Maintain system to process, implement, report and close grants and contracts through their full life-cycles. |
| Job Function, % Time, Essential | 20%, Personnel, Essential |
| Duties Performed | Responsible for all employment forms including, but not limited to, position actions, TEMPS, PERMS, I9’s.  Oversees creation and retention of all personnel documents  Ensures compliance with existing University procedures for new hires and changes in assignments including corrective and disciplinary action and problem resolution.  Ensure the timely completion of all payroll related activities, including collecting and auditing time and leave reports, inputting positive pay, verifying and certifying payroll. |
| Job Function, % Time, Essential | 5%, Supervision, Essential |
| Duties Performed | Oversees the supervision of personnel, which includes work allocation and training.  Evaluates performance and makes recommendations for personnel actions.  Motivates employees to achieve peak productivity and performance. |
| Job Function, % Time, Essential | 5%, Other, Non-Essential |
| Duties Performed | Perform other duties as assigned. |

**Supervisory/Lead Responsibilities**

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| Does this position lead the work of others? | Yes |
| Does this position supervise the work of others? | Yes |

**Position Qualifications**

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| Required Qualifications | Bachelor’s degree in a related field, and four (4) years of experience directly related to the duties and responsibilities specified which has included at least one (1) year of supervisory experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis. |
| Additional Requirements | Experience with Microsoft Word, Excel and Access.  Experience with various financial activities such as accounts payable, accounts receivable, purchasing, travel, personnel, cost analysis and budget planning. |
| Preferred Qualifications | Experience and/or knowledge of state and federal laws/regulations pertaining to fiscal management.  Experience with WSU or higher education system, which includes familiarity with a mainframe system, personnel processes, budget experience and fiscal process.  Knowledge of Washington Administrative Codes and WSU Business Policies and Procedures. |