



CALIFORNIA STATE UNIVERSITY, STANISLAUS

One University Circle • Turlock California 95382

California State University, Stanislaus is pleased to announce the following position and invites nominations or applications.

Position: **Senior Budget Analyst, Academic Affairs**

The Senior Budget Analyst is a full-time, 12 month, MPP (Management Personnel Plan) position and reports directly to the Provost & Vice President for Academic Affairs.

The Senior Budget Analyst provides top-level analytical support to the Provost. This position works in close collaboration with, and under the general guidance of, the university's Budget Manager. This officer also provides to six College Analysts support, training, and general oversight in developing, monitoring, and reporting college budgets and expenditures. In addition, works with all divisional associate vice presidents and directors to plan, report, and analyze academic financial needs.

The Senior Budget Analyst role in Academic Affairs supports the University Budget Office in terms of campus and academic planning, reporting, and analytical needs. The position works collaboratively with all levels of campus personnel—including divisional vice presidents, faculty members, clerical and student staff, as well as with campus groups such as the Offices of Faculty Affairs and Human Resources.

Qualifications and Knowledge, Skills and Abilities:

The ideal candidate will have significant experience working with multi-year budgeting and knowledge of California public higher education. Knowledge of, and experience with, Report Query tool, Banner, and PeopleSoft are also strongly preferred. The ideal candidate will have the ability to prioritize emerging issues and handle multiple tasks concurrently. A general knowledge of the financial practices of the CSU and/or this campus would also be preferred.

The successful candidate must have progressively responsible experience (3-5 years) that demonstrates sound judgment, creativity, program management, problem-solving skills, and flexibility directly related to the essential duties of this position. The candidate must possess a demonstrated track record of accomplishments and a comprehensive understanding of administrative affairs within higher education, with substantial experience and knowledge in budget development and financial planning. There should be evidence of an ability to develop budgetary plans that implement strategic organizational goals and services. Professional writing and speaking skills are essential, as is experience working in a professional and confidential environment.

Additional specialized knowledge for this position includes: the principles and practices of governmental budgeting and accounting; the principles and practices of public finance; the principles of administrative, personnel, and fiscal management in public higher education; research techniques and statistical principles and procedures. Proficiency in standard software (e.g., MSWord and Excel) is essential, as is experience with various databases and their tools.

Salary Range: Salary will be commensurate with education and experience. This is a 12-month, full-time, CSU Management Personnel Plan (MPP) position with an excellent benefits package. For detailed information on management benefits please refer to the following benefit web page:

http://www.calstate.edu/Benefits/Summaries/2007_MPP.pdf

Anticipated Starting Date and Application Procedure: The position will remain open until filled. Initial screening of candidates has already begun. The successful candidate will be eligible to start in the position as soon as possible.

In addition to submitting a standard CSU Stanislaus employment application, applicants should submit a resume with a cover letter addressing qualifications, as well as names and contact information for three professional references to:

California State University, Stanislaus
Attention: **Dr. Ted Wendt, Search Committee Chair, AA Analyst Vacancy**
One University Circle, MSR 365
Turlock , CA 95382

For questions please contact (209) 667-3392 or e-mail TWendt@csustan.edu

THE UNIVERSITY: California State University, Stanislaus serves the San Joaquin Valley, one of the fastest growing areas in the country. Widely recognized for its quality academic programs, the University has 10 nationally accredited programs and approximately 300 full-time faculty. The University offers 40 undergraduate majors, 23 master's programs, and seven post-graduate credentials serving approximately 8,500 students. New instruction facilities have been built for the unique pedagogy of professional programs, laboratory sciences, and performing arts.

CSU Stanislaus was recognized by the American Association of State Colleges and Universities as one of 12 public universities nationwide that demonstrate exceptional performance in retention and graduation rates. *U.S. News and World Report* ranked CSU Stanislaus as one of "The Top Public Universities-Master's" institutions in the West in its *America's Best Colleges* ratings. The University is recognized as a Hispanic-Serving Institution (HSI) by the U.S. Department of Education, and CSU Stanislaus has received national recognition with its ranking as one of the best 366 colleges in the nation by *The Princeton Review*.

Information contained in this announcement is subject to change with or without notice.

CSU Stanislaus is an Equal Opportunity/Affirmative Action Title IX/Section 503/504 employer. Qualified women, minorities, and persons with disabilities are encouraged to apply. CSU Stanislaus hires only individuals lawfully authorized to work in the United States. Clery act: in compliance with the Jeanne Clery disclosure of campus security policy and crime statistics act, crime report statistics are available at <http://web.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html>

The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records. In addition, this position may be designated under the California State University's Conflict of Interest Code and, if so, will be subject to filing the Fair Political Practices Commission Form 700.

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