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.

Budget Administrator

The Budget Administrator is a full-time, 12 month, MPP (Management Personnel Plan) position and reports directly to the Vice President for Enrollment and Student Affairs**.**

The Budget Administrator works independently to provide high-level analytical support to the Vice President for Enrollment and Student Affairs. This position monitors the division's collective multi-million dollar budgets that consist of state, fee, and gift-based funds, and provides budget support and training to division staff. The Budget Administrator works collaboratively with all levels of campus personnel, including administrators, clerical and student staff. This position will also assist the Vice President with special projects, as needed.

The Budget Administrator will oversee the annual Student Affairs budget, expenditures and reporting of general funds, federal grants, trusts, auxiliaries and other specialized or restricted funds. This position will oversee the initiation, analysis, review, and problem solving related to budget transactions and provide recommendations to the Vice President. Prepare timely submissions of the mid-year budget review and annual budget reports for the division. Analyze the division's salary expenditures to assess salary savings. Reconcile Student Affairs CMS positions with annual budget submissions, inactivating, freezing, and creating positions as needed. Review all division requisitions for appropriate budget allocations and adherence to CSU purchasing policies. Work closely with department directors and support staff on budget and expenditure analysis. Maintain complex spreadsheets to track the division's accounts, allocations, and other costs. Prepare and process expense and budget journal entry forms as needed. Prepare and process salary expense transfer forms as needed. Serve as division liaison with the academic budget office, university budget office, and department directors. Prepare ad-hoc reporting for the Vice President or department directors as needed. Prepare presentation materials for campus-wide budget forums. The Budget Administrator will also provide training, guidance, and support to department administrative support staff including understanding and using financial statements, report query tools and CFS.

In coordination with Business and Finance, Academic Affairs, ASI, the Academic Senate, Deans and other campus partners, provide direction and oversight of Student Fee Advisory Committee (SFAC) functions. Review new student fee requests and provide direction to faculty, chairs, deans and students to ensure compliance with related Executive Orders and campus policy. Verify all fee requests are complete, accurate and allowable before consideration by SFAC. Oversee the operations of the SFAC committee including composition of the committee, Executive Order compliance, voting, documentation, and noticing of SFAC meetings, agendas and minutes. Oversee activities in compliance with appropriate and meaningful consultation requirements. Oversee and direct student fee referendums when required. Perform annual audits on student fee balances and monitor the uses of student course fees. Initiate fee reductions when necessary.

Qualifications and Knowledge, Skills and Abilities:
The ideal candidate will have a Bachelor's degree and/or a combination of education and experience, which demonstrates the ability to perform the essential functions of the position.

The successful candidate must have a minimum of three years of progressively responsible experience that demonstrates an expert level of sound judgment, creativity, problem-solving skills and flexibility directly related to the essential duties of this position.

Specialized knowledge, skills and abilities:
In-depth knowledge of the principles and practices of governmental budgeting and accounting. Working knowledge of the principles and practices of public finance. Working knowledge of the principles of administrative, personnel, and fiscal management. Demonstrated experience with budgetary analysis; ability to maintain budgetary data for the division and oversee the department's budgets. Thorough knowledge of the

financial practices of the campus as well as divisional, university and state human resource procedures, policies and regulations. Thorough knowledge of research techniques and statistical principles and procedures. Demonstrated expertise to analyze data and make accurate projections. Demonstrated ability to communicate effectively in writing and orally and to draft/compose clear and concise correspondence displaying proper use of grammar, composition, punctuation and professional business writing. Ability to present reports related to program or administrative specialty. Demonstrated ability to apply independent judgment where standard procedures don't exist. Demonstrated ability to maintain the highest level of confidentiality while demonstrating professional and ethical behavior. Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the unit. Expertise in prioritizing emerging issues and handling multiple tasks concurrently. Strong organizational skills required. Ability to effectively present ideas and use consultative and facilitation skills to gain consensus. Proficiency in standard office computer system and software, i.e. electronic mail (Outlook), word processing (Word), spreadsheet (Excel).

Preferred qualifications:
Additional two years of applicable experience as stated above or a Master's degree is desirable.
Previous experience and/or knowledge of California public higher education are highly desirable.
Report Query tool and CMS (PeopleSoft) experience is strongly preferred.

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 will begin the week of **October 1, 2015.** The successful candidate will be eligible to start in the position immediately.

In addition to submitting a standard CSU Stanislaus employment application (download electronic application at http://www.csustan.edu/hr/Employment_Opportunities/Management/index.html), applicants should submit a resume with a cover letter addressing qualifications, as well as names and contact information for five professional references using one of the following methods:

Email: VTaylor@csustan.edu	Mail: California State University, Stanislaus Attention: Veronica Taylor One University Circle, MSR 320 Turlock, CA 95382	Fax: (209) 664-7011

For questions, please call (209) 667-3177 or email VTaylor@csustan.edu.

THE UNIVERSITY: California State University, Stanislaus serves the San Joaquin Valley and is a critical educational resource for a six county region of approximately 1.5 million people. Widely recognized for its quality academic programs, the University has 10 nationally accredited programs and approximately 400 full-time faculty. Over eighty percent of full time faculty holds doctorates or terminal degrees in their fields. The University offers 41 undergraduate majors, 24 master's programs, 7 post-graduate credentials, and a doctorate in education serving 8,900 students. New instructional facilities have been built for the unique pedagogy of professional programs, laboratory sciences, and performing arts.

CSU Stanislaus continues to receive national recognition with its ranking as one of the best 373 colleges in the nation by The Princeton Review. The University was one of 12 public universities in the nation to be recognized by the American Association of State Colleges and Universities for demonstrating exceptional performance in retention and graduation rates. In addition, *U.S. News and World Report* ranks CSU Stanislaus as one of "The Top Public Universities-Master's" institutions in the West in its *America's Best Colleges* ratings. CSU Stanislaus also is recognized as a Hispanic-Serving Institution (HSI) by the U.S. Department of Education. Additional information is available at the University's Web site: www.csustan.edu.

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 does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status. You can learn more about federal equal employment opportunity protections by accessing the Department of Labor's notices:
http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf
and http://www.dol.gov/ofccp/regs/compliance/posters/pdf/Supplement_English.pdf

CSU Stanislaus hires only individuals lawfully authorized to work in the United States. The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment. Clery Act: in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, crime report statistics are available at http://www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html

The successful candidate must be fingerprinted and successfully pass a background check, which includes checks of employment records, criminal records, civil records, verification of education and may include motor vehicle records and credit history records. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position. 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.

September 10, 2015