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Non-Classified

Opening

BUDGET DIRECTOR

Non-Classified Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be the week of November 17th, 2017 – interested candidates are encouraged to apply as soon as possible.

Salary Range: \$75,000 - \$80,000 plus Competitive Benefits

Location(s): Idaho Falls

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

CLASS PURPOSE: This position uses a vast array of problem solving techniques, interpersonal skills, communication techniques, creative thinking skills, and reasoning skills and abilities. These are used to identify, understand and synthesize diverse cultural, social, organizational and technical processes in the following. To analyze program and public policies, issues and needs; develop, implement, and coordinate policy improvement initiatives; plan and recommend organization structure and controls for financial management and related operations of state government; perform related work.

RESPONSIBILITIES:

1. Transition into Colleague Financial ERP. This role is responsible to perform the technical, analytical and project management duties relating to the College's Financial Software (Colleague Financial). They are the point person for data file transfers between applications with third party administrators, and they coordinate internal system upgrades (Colleague), with the skills required to produce, test, and validate the structure and data. They troubleshoot system errors, and research ways to improve process efficiency by utilizing untapped functionality in the existing systems. Typical responsibilities: develop reports for executive management, regulatory agencies, audit firms, FOIA requests and compliance assurance; on both a recurring and as-needed basis, assimilate, aggregate and query financial data to provide recommendations based on statistical analysis. Monitor data integrity of financial systems and notify appropriate personnel of data impairments.

2. Budget Development & Management. This is a leadership position within the Business office, with management and oversight responsibilities for the Development and management of the College's Budget including Division Budgeting, Planning and Reporting. The Director is a strategic-thinker who regularly identifies issues related to budgeting and financial planning across the College and then guides and oversees the implementation of business process improvements. The Director is responsible for ensuring that all Budget Office work products within his/her area of responsibility are of high quality and delivered on time. The Director coordinates and collaborates on all work efforts with her/his counterpart the Controller, as well as works closely with The Vice President of Finance and Administration. The Director regularly works with counterparts in other community College offices and the

schools to coordinate work and identify and resolve issues; prepares and makes presentations to the Vice President, the President, and the Board of Directors.

2. Policy and issues analyses. Typical responsibilities: determines needs and priorities among Faculty, Staff and Students, coordinates executive branch programs and activities with department directors, elected officials, and citizens; facilitates resolution of complaints/inquiries regarding department operations; analyzes proposed legislation affecting state, local, and federal government operations and determines economic, political, and social impact; develops, recommends, and implements alternatives; represents the Governor and advises legislative committees and interim study groups; serves as an expert witness at hearings.

3. Financial analyses. Typical responsibilities: ensures financial and budgetary processes are prudent and in compliance with statutory provisions and administration policies; analyzes department financial operations and budget requests to resolve complex issues considering costs, benefits, and resources; forms policy recommendations and evaluates results; presents specific funding recommendations for inclusion in Governor's executive budget and other documents; justifies and assists with executive budget implementation.

4. Program evaluation, studies, and coordination. Typical responsibilities: recommends to the VPFA and facilitates methods of interdepartmental cooperation and consolidation; evaluates programs for effectiveness and conformance to guidelines; implements executive directives; determines economic impact of proposals in the public and private sector; develops alternative proposals; facilitates activities among state departments and other units of government to achieve effective program operations.

5. Department technical assistance. Typical responsibilities: reviews State Code, Executive Orders, Attorney General Opinions, Board of Trustees Policy, and federal regulations to advise departments and related public and private sectors on financial and management issues; advises departments on the budget development process; develops policies and procedures and provides training; approves allotment requests, staffing levels, program structures, grant applications, and other financial-control activities.

6. Management, training and supervision. Typical responsibilities: serves as team leader for functional activities and teams; advises and counsels decision-makers on appropriate management practices and procedures; may train other division personnel and provide input to supervisor for performance evaluations; may manage student intern projects.

MINIMUM QUALIFICATIONS OR REQUIREMENTS:

EDUCATION: Bachelor's Degree in Accounting or related field required; MBA and or CPA preferred. Knowledge on Financial Software Systems with preferred knowledge of the Colleague Finance ERP system.

- Good knowledge of: management practices; public policy process; accounting theory, principles, and practices; fiscal operations; economic principles and practices; statistical analysis.
- Experience: developing and/or monitoring budgets to include allocating expenditures, reconciling accounts, and making fund transfers; analyzing complex management, financial, and policy issues; interpreting and applying

laws, rules, and regulations; developing and giving oral presentations; operating a keyboard using computer applications software.

- May include late afternoons and weekends.

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

HOW TO APPLY:

Electronically submit a completed application packet (in .pdf or Word format) to hr@cei.edu, attention Dr. Christian Godfrey. The application packet must include the following:

1. CEI Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
2. Cover Letter detailing your experience and indicating your interest in the position
3. Resume
4. Unofficial Transcripts
5. Three Professional References with direct contact information

Incomplete packets will not be accepted. Official transcripts required upon hire. For additional questions contact: **Human Resources at (208) 535-5495** or by email at hr@cei.edu

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.