



JOB INFORMATION

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|-------------------------|------------------------|
| Job Code | DB11 |
| Job Description Title | Exec Budget Coord-Acad |
| Pay Grade | FO08 |
| Range Minimum | \$49,050 |
| 33rd % | \$58,860 |
| Range Midpoint | \$63,760 |
| 67th % | \$68,670 |
| Range Maximum | \$78,480 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 3/31/2014 |

JOB FAMILY AND FUNCTION

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|---------------|---------------------------------|
| Job Family: | Financial & Business Operations |
| Job Function: | Accounting & Finance |

JOB SUMMARY

Reports directly to an Academic Dean and performs administrative work relating to management and analysis of budgets and financial administration, purchasing, complex events/meetings or projects or other areas involving decision-making authority.

RESPONSIBILITIES

- Makes significant decisions or key recommendations concerning financial and budget planning, analysis, monitoring, and allocation/reallocation for financial and budget administration decisions.
- Coordinates grant proposal budgets, grant procurement, and grant expense management.
- Exercises discretion concerning highly sensitive and confidential information, disclosure of which would likely result in major disruption of operations and/or major harm to university reputation and/or relationships with students or other internal or external groups or the general public.
- Oversees departmental purchases and may negotiate with vendors in accordance with the University's Small Dollar Threshold policy.
- Plans and facilitates large complex project or event administration.
- Serves as public contact or formal liaison to external agencies, participates in university committees or processes outside own department, and supervises contract/grant-related administration or other compliance-related reporting or auditing.
- Develops management information reports and analysis.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-------------------|--|-----|---------------------|--|--|
| Bachelor's Degree | Degree in Accounting, Finance, Business or related field | and | 5 years of | Experience in complex budgeting and financial support services | |

Substitutions Allowed for Experience: Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of sound budgeting practices, and state and federal contract and grant guidelines.

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required. | | | | |

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | X | | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | X | | | |
| Talking | | | | X | | |
| Hearing | | | | X | | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | X | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Vision Requirements:
Ability to see information in print and/or electronically.