Ramapo College of New Jersey
Job Description

TITLE: Chief Budget Officer (Director 1, Range 32)

INCUMBENT: Beth Walkley

UNIT/DIVISION: Budget & Fiscal Planning/Division of Administration & Finance

DATE: July 2018

RAMAPO COLLEGE OF NEW JERSEY

Established in 1969, Ramapo College offers bachelor's degrees in the arts, business, humanities, social sciences and the sciences, as well as in professional studies, which include business, elementary education, nursing and social work. The College also offers articulated programs, including dental, optometry, chiropractic and health professions, as well as visual arts therapy and law, with colleges and institutions in New Jersey and New York.

Undergraduate students may choose to concentrate their studies in one of five schools with more than 539 course offerings and more than 36 academic programs. Ramapo College boasts an average student/faculty ratio of 18:1 and an average class size of 23; affording students the opportunity to develop close ties to the College's exceptional faculty.

The College offers part-time graduate programs leading to degrees in Accounting, Business Administration, Educational Technology, Educational Leadership, Nursing, Social Work and Special Education.

JOB SUMMARY

The Chief Budget Officer is responsible for providing effective leadership and direction for overall policies, practices, and procedures related to the development and management of the College's multi-year financial plan and $167M plus annual operating budget that supports, and is in line with, the College's Mission, Goals, and Objectives. The Chief Budget Officer reports directly to the Vice President for Administration and Finance (VPAF). This position provides strategic leadership in advancing a best-in-class financial planning model which provides data to senior leadership to help guide and influence strategic decision making. The Chief Budget Officer oversees the daily activities of the Budget and Position Control functions ensuring all State and Federal regulations meet internal and external reporting requirements. The Chief Budget Officer is a strategic partner with various campus leaders, and provides outreach and support to the Provost, Vice Presidents, Deans, and Unit Directors on complex fiscal planning matters and forecasting.

DUTIES AND RESPONSIBILITIES:

Develop, implement, monitor, and manage the College's annual operating budget. Lead and coordinate a comprehensive, budgeting and planning process that collects financial and programmatic data used to produce a budget document that represents the College's desired direction. This includes providing suggestions for the allocation of funds, and potential cuts in order to balance the College's budget on an annual basis.

Work closely with Unit Director's to understand their departmental needs, and collect information to accurately forecast revenues and expenditures. Work collaboratively with a wide range of leaders from across the College, including Vice Presidents, Deans, Master Degree Program Directors and other Faculty and Staff to ensure that the operating budget remains on target throughout the fiscal year, and provide briefings and updates to the Vice President of Administration and Finance and senior leaders as needed.

Provide support to the Board of Trustees and its Committees on financial and operating budgetary matters, and prepare the monthly operating Financial Statements and yearly forecast to Budget for review by the VPAF and to be presented to the Human, Capital and Financial Resources Committee and Board of Trustees. Other reports and analysis as needed at the direction of senior leaders and Board members.

Develop the College's Office of Management & Budget Request that secures funding from the State of New Jersey. Serves as liaison with appropriate State agencies to assure cooperative relationship.

Perform analyses of budget and actual revenues and expenditures as well as other financial issues. Provide strategic recommendations on budgetary issues to the College's leaders, advocate for enhancements to the budgetary process, and for the adoption of innovative budgeting techniques. Promote a culture that coaches and partners with faculty and staff to understand and respect the budgetary process.

Primary contact for budget issues with NJASCU, the NJ Office of Legislative Services, New Jersey State College Business Officers and other agencies as required.

Develops and implements technology and other solutions and critical timelines that support the College's strategic plan, multi-year financial plan, annual budget, monthly forecasts, and related ongoing financial analyses.

Administrator of Adaptive Insights, the college's Budget and Planning software. Develops, plans and directs financial models for changes to the structure, re-forecasting and scenario analysis. Sets up and maintains security. Updating, maintaining and owning the Adaptive to correctly capture and calculate changing variables as the College evolves. Design, develop and modify financial dashboards and operational, managerial, and strategic reports. Develops and conducts budget training sessions for Adaptive Insights. Creates and maintains security within Adaptive Insights. Ensures that Ellucian Banner and Adaptive are in sync. Proactively identifies system issues within Adaptive Insights, consults with Adaptive support staff to develop, recommend and implement solutions.

Effectively collaborates with IT staff in the implementation and maintenance of budget related systems. Assists with clarification of business processes, technical requests and mapping of data.

Provides general oversight and direction to Business Services, Bursar, and Payroll employees regarding Banner setup and maintenance, Microsoft Access, and Adaptive Insights.

Reviews all SPIF and Budget Change requests to determine their validity and ensure they meet the program requirements.

Produce ad hoc reports, dashboards, charts, graphs, spreadsheets, and narratives as necessary and assist with the preparation of reports for all units on campus.

Manages a talented team of financial professional and provides direction, oversight, guidance, development, goal setting, project prioritization, and performance management for the areas of Budget and Position Control. Provide daily coaching and professional development for team. Ensure that unit is operated in a manner that is consistent with College policies and procedures, and that services provided by the team meet the needs of the College.

Works with the Foundation to ensure that its operational support payments to the College meet the needs stipulated in the Strategic Plan.

Develops collaborative relationships with the President's Cabinet, and key colleagues on their respective teams, including Business Services Senior Staff and all unit Budget Managers, to provide support and promote a best-in-class environment that includes allocating financial resources based on thoughtful planning.

Represents the College at conferences, seminars or meetings as required.

Serves on or attends Human, Capital and Financial Resources Committee of the Board, SRAB, NJ State Business Officers and other ad hoc and standing committees as required.

Safeguards the confidentiality of departmental or office administration by exercising discretion in communicating information to faculty, students and staff, and handling departmental records and files, personnel actions, merit, promotion and tenure decisions, and similar confidential materials.

Uses various office systems and software, including Banner Finance and HR, Adaptive Insights Suite, Argos reporting tools and all Microsoft Office products (Word, Excel, Access, PowerPoint, Outlook).

Other duties as assigned and as needed.

REQUIREMENTS/EDUCATION

Graduation from an accredited college with a Bachelor’s degree in Accounting or related field. Master’s degree preferred with a minimum of (5-7) years progressive professional experience in managing a department, financial/cost modeling, and budget preferably in an institution of higher education. Applicants who do not possess the required education may substitute the experience.

EXPERIENCE

Must have excellent analytical skills and ability to organize assigned work. Excellent verbal and written communication skills. Ability to communicate financial information clearly and succinctly. Ability to work independently/self-starter.

Experience in implementation and upgrading financial system(s) and advanced knowledge of Ellucian Banner and Adaptive insights preferred.

Advanced knowledge of Excel, Access, PowerPoint and other Microsoft Office applications. Must include the ability to extract data from financial systems, write complex queries, and create meaningful reports. Knowledge of Argos helpful.

ADDITIONAL KNOWLEDGE/SKILLS/ABILITIES

This position requires excellent analytical and problem-solving skills, understanding of complex Finance systems and the ability to build and maintain multiple databases. Ability to work effectively in a team environment and with all levels of the organization is required. Demonstrated ability to research and generate solutions. Demonstrated ability to effectively manage multitask operations/projects, balance diverse tasks, work on multiple projects simultaneously, and deal with confidential and sensitive matters in a professional manner. Will be required to provide advice and assistance in budgetary and procedural matters to division and unit heads.

EEO Statement

Ramapo College is an Affirmative Action/Equal Employment Opportunity Employer. Ramapo has a long history of advocating, advising, and supporting diversity, equity, and inclusiveness. Examples can be found in its mission statement, values, strategic plan, degree and course offerings, community outreach programs, and numerous diversity-focused conferences, trainings, and programs. Ramapo's commitment to diversity and inclusion is infused across all facets of the College; where the environment is welcoming, dedicated to social justice, respectful of freedom of expression, focused on educating and having an ongoing conversation regarding cultural competence and the benefits and importance of diversity.