



Job Bulletin 102847 – 13/14

## Budget Director

Classification: Administrator III

Time base – Full Time

*This recruitment will remain open until filled. A review of applications will begin July 11, 2014 and the review period may end at any time thereafter. Anticipated start date: September 2, 2014.*

### ABOUT THE CALIFORNIA MARITIME ACADEMY:

Established in 1929, California Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, the campus serves a student population of approximately 1050 undergraduates and 50 graduates. The campus currently offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master's degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

### POSITION SUMMARY:

Under the general direction of the Associate Vice President for Financial Services, the Budget Director will serve as the primary administrator accountable for all activities of the Budget Office ensuring compliance of internal and external requirements on the use of campus funds. The Budget Director is responsible for administration, planning and development of the annual university budget, allocating appropriations, and managing campus revenue and university reserves in accordance with all CSU Chancellor's Office, Governor and State Legislature directives. The position provides professional advice and assistance to the President, CFO and the University's Budget Advisory Committee on all issues relating to personnel and operational aspects of the budget operations and is responsible for developing, implementing and communicating budget procedures and policies to accomplish the financial management objectives of the University. This position will also serve as the grant post award compliance officer and as such shall monitor all grant program expenditures, recover F&A, and seek reimbursement from the sponsors.

### SPECIAL REQUIREMENTS:

- Finalist will be required to satisfactorily complete a background investigation.
- 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.

### MINIMUM QUALIFICATIONS:

#### Education:

- Bachelor's degree required.

#### Experience:

- Five years of progressively responsible experience in higher education budget management.
- Three years in the preparation, justification, and analysis, or the control and administration of budget or budgetary process.
- Two years of supervisory experience.

**Required Skills, Knowledge & Abilities:**

- Thorough knowledge of the principles and practices of governmental budgeting and accounting.
- Ability to utilize accounting software.
- Working knowledge of the principles and practices of public finance and capital budgeting.
- Knowledge of financial structure and procedures.
- Ability to learn the purpose, functions and fiscal organization of the campus.
- Knowledge of automated financial systems, complex spreadsheets, databases, and data query tools and information retrieval.
- Experience in implementation and development of financial reporting for campus, from senior management reports to end user departmental reports.
- Excellent oral and written communications.
- Experience in strategically supporting growth or change.
- Experience in determining and coordinating resource allocations.
- Knowledge of grant compliance issues.
- Ability to supervise the work of others.
- Ability to interpret CSU and SCO budget documents for campus management.
- Knowledge of SAM policies, ICSUSAM policies, and CSU Executive orders.

**DESIRABLE QUALIFICATIONS:**

- Certified Research Administrator (CRA)
- CSU Experience
- MBA or MPA.
- Knowledge of PeopleSoft Finance
- Grant monitoring experience

**SALARY:** \$6,959 - \$9,750 per month (commensurate with experience).

**APPLICATION PROCESS:** Interested parties must submit the Cal Maritime Employment Application, cover letter and resume. Apply on-line at <http://www.csum.edu/web/hr/careers>. Based upon a review of applications and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone.

**BENEFITS:** The California Maritime Academy offers a broad range of benefits for qualifying positions including medical, dental, vision, life and disability insurances, retirement (CalPERS), fee waiver, vacation and sick leave.

**ELIGIBILITY TO WORK:** Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

**Equal Opportunity Employer/Minorities/Females/Veterans/Individuals with a Disability**