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| **Date of Issue:** | August 2022 | **CBU:** | Non-Representative |
| **Position No:** | 00025334 | **Job Family:** | 9 |
| **Department:** | LAW | **OT Eligible:** | NA |
| **Campus:** | University Services | **Wage Grade:** | 05 |

**ORGANIZATIONAL RELATIONSHIPS**

1. Reports to the Chief Operating & Business Officer.
2. Coordinates with other Financial Analysts, Library Staff, President/Dean, Provost, Deans, Directors and other University of Maine System staff in the Finance, Treasurer’s, Accounting, and Internal Audit Offices. Occasional contact with external agencies and the public.

**Primary Responsibilities**

Develop Maine Law and the Centers budget and oversee its implementation. Included in this process is the review of budget proposals and preparation of all financial documents and associated reports. Provide support to the Chief Business Officer and President, through the production and analysis of financial reports displaying historical information, current operational information and future potential operational information (based on institutional projections). This position will also oversee the procurement needs of the Law Library including, the ordering, receipt, and payment of all monographs and serials titles, as well as subscriptions to electronic to databases; and the management of all library budget accounts.

**Responsibilities**

* Leads the development and preparation of annual revenue and operating expense budgets for Educational and General (E&G), Auxiliary (AUX) Operations and other fund sources of the university as necessary.
* Performs complex financial analysis to assess the impact of alternative courses of action. Prepares budget status reports, special projects, and budget variance analysis as needed.
* Design effective budget models for departments and the entire University
* Analyze financial information (e.g., revenues, expenditures and cash management) to ensure all operations are within budget
* Present annual budgets to senior managers
* Review budget requests for approval
* Forecast future budget needs
* Identify variances between actual and budgeted financial results every month
* Suggest spending improvements that increase savings
* Review the University’s budget for compliance with System regulations/standards
* Ensure department managers meet budget submission deadlines
* Design and implement effective budgeting policies and procedures
* Monitors budget to actual fiscal performance and reports monthly to leadership. Approves all budget transfers and adjustments and processes journal vouchers as required.
* Assist with communicating budget and other financial policies and procedures to campus financial managers and trains university departmental personnel in compliance with University of Maine System processing schedules and Administrative Practice Letters
* Monitors, creates, and adjusts accounts and budgets for grants and contracts. Works closely with grant/contract managers to assure that expenditures meet grant/contract requirements. Files necessary reports and requests for release of funds from grantors (state, 3rd parties, etc.).
* Assists grant managers with the maintenance of the financial records necessary to verify compliance with grantor and University rules, policies, and regulations
* Monitors and directs the financial accounting system with links to associated systems (e.g., human resources, student financial aid, student information, advancement, accounts payable, and accounts receivable)
* Collects, collates, and analyzes data for inclusion in reports to Maine Law community, the Chancellor’s Office, Board of Trustees, and Legislature
* Understand and retrieve information from major University computerized databases. Requires competency in Discoverer and PS Query.
* Coordinates the year-end closing with appropriate Chancellor’s Office and audit staff.
* Monitors the campus use of procurement, purchasing card, and travel and expense systems for compliance and appropriate use.
* Coordinates the preparation and transfer of forms and information needed to request the creation of new departments, programs, and projects.
* Performs other related administrative duties as assigned by the Chief Business Officer.
* Acts for the Chief Business Officer in his/her absence.
* Continues to develop academically and professionally by attending meetings, workshops, conferences, seminars, and professional training.
* Participates in public service activities, as appropriate.
* Participates in Maine Law community activities/committees, as appropriate.

**Library Budgetary Responsibilities**:

* Manages a complex set of collection budgets and is responsible for posting charges and invoices for payment to the correct Sierra acquisition codes and Mainstreet chartfields.
* Keeps records for all law library budget accounts, including book acquisitions, gift accounts, grants, equipment, supplies, etc. and coordinates with the Law Library Director to compile data for all budget reports, spending projections, funding requests, statistics for accrediting agencies, and audit requests.
* Collaborates with the Glickman Library Staff on issues related to Sierra processes and performs the Fiscal Year Close for the law library budget in Sierra.

**Requirements**

Minimum Qualifications

* Bachelor’s degree in business or closely related field, with three to five years of relevant experience
* Familiarity with financial and budgeting analysis, reporting tools, and software used to analyze financial data
* Exceptional computer competency
* Demonstrated proficiency preparing financial reports using numeric, graphic, and narrative representations
* Exceptional organizational skills and the ability to manage multiple projects
* Demonstrated attention to detail, accuracy, and efficiency
* Ability to communicate information about financial matters, both verbally and in writing, to constituents with a wide range of understanding and experience
* Ability to work independently and as a member of a team
* Previous grants and contracts financial administrative experience.

Preferred Qualifications

* Knowledge of and familiarity with the University’s MaineStreet system
* Previous work experience in public higher education or library setting and fund accounting.
* Proven work experience as a Budget Manager and/or Senior Financial Analyst
* Hands-on experience with accounting software and statistical packages
* Knowledge of MS Excel (specifically, advanced formulas, pivot tables and charts)
* Familiarity with forecasting methods and data analysis
* Excellent numeracy skills with an attention to detail
* Strong analytical skills
* Knowledge of accounting best practices and regulations
* Ability to explain budgeting and financial information in plain terms
* Critical thinking to create financial forecasts and make budgeting decisions.
* Able to plan, evaluate, design and implement the University’s budget, ensuring growth, financial stability and compliance with System
* BSc/MSc degree in Accounting, Finance or relevant field