

Sam Houston State University Human Resources

Staff Classification Description – Facilities Finance and Budget Manager

Skill Category: Professional
Position (Employee) Class: 3N794 (E1)
Grade: 18
Date: 10/2014

Department: Facilities Management

Educational & Experience Requirement: Bachelor's degree in Accounting or related field. Five years of experience in finance and/or project administration, or related experience. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Establishes, maintains and manages financial and budget processes and procedures and oversees the university's accounting software for all facilities construction projects.

Supervision Given & Received: Works under minimum direction and may supervise staff or student workers.

Primary Responsibilities: Provides complex professional support for finance, budget, projects, programs and high-level administrative assignments. Manages financial and budgetary administrative and analytical operations for Sam Houston State University Facilities Management projects. Oversees and manages the administration of financial processes and systems developed to comply with regulations, policies and procedures. Oversees and manages the development, preparation and control procedures of construction project budgetary performance. Manages project financial set-up, budget and cash interdepartmental transfers within Banner Accounting and set up of automatic fees. Manages and prepares internal financial requests and approvals to include monthly project financial reviews for project managers. Manages project setup and budget and cash interdepartmental transfers. Manages the accounting and budgetary control procedures. Reviews, verifies, and recommends the approval or disapproval of budgets and transactions. Manages the financial closeout process as they relate to University requirements for Higher Education Assistance Fund (HEAF). Informs management of budget and fiduciary deviations, problems and events likely to affect operations. Develops forms and other electronic templates to maintain consistent and efficient management practices. Develops methods for the control of expenditures and encumbrances to comply with state and university policies and procedures. Maintains official account code template and ensures coordination of budgeting and financial procedures, preparation and reporting. Identifies budget and financial issues and opportunities, recommends solutions and coordinates resolution. Provides financial reports involving litigation or potential legal recourse. Facilitates the successful analyzing and processing of electronic financial and budgetary data. Leads in implementation of EBUILDER with the Banner Financial System Module. Manages the unbilled and billed accounts receivable and posting of payments with regard to Facilities projects funded by HEAF sources. Assists and supports special tasks requested by Finance and Operations Department in preparation of construction project and income related reports. Performs other related duties as assigned.

Other Specifications: Must have highly advanced computer skills, including database and spreadsheet applications. Must have advanced organizational and attention to detail skills including the ability to plan, prepare and compile detailed data. Must possess comprehensive knowledge of the Banner Accounting System in addition to University, policies, rules, processes and procedures in specific detail of a specialized area. Ability to work independently and make decisions within the framework of broad goals and objectives with minimal supervision.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.