



## **Vacancy Announcement Budget Director**

Virginia Union University (VUU) was founded in 1865 in the heart of Richmond, VA. Over the past 153 years, the university has become a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and the development of leaders for tomorrow's world.

The University seeks to fill the position of Budget Director. Reporting to the Senior Vice President of Business Affairs, the Budget Director develops and implements Virginia Union University budgeting functions as well as related accounting operations.

Duties and responsibilities include but are not limited to the following:

- Formulates, prepares and oversees financial plans and budgeting processes
- Manages all financial reporting and compliance activities, including preparation of financial statements, statistical reports and funding determinations
- Liaisons with internal and external financial auditors as well as various University and governmental representatives
- Oversees analytical reporting and provides strategic financial guidance to support decisions regarding resource allocations and operational planning
- Manages professional staff responsible for budget projections, allocations and transactions
- Performs related duties as assigned

### **QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university in a related field preferably in accounting, finance or public administration required
- Master's degree preferred with progressively responsible related experience, including supervision or any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable
- Knowledge of university budgeting
- Demonstrated comprehensive knowledge of laws applicable to budget preparation.
- Must have good professional and administrative judgment combined with excellent communications skills, both oral and written
- Ability to visualize future issues in budget management and recommend creative solutions
- Must be able to work independently and meet deadlines; must know how to establish and maintain successful working relationships with employees at all levels
- High level of computer application knowledge strongly preferred; extensive experience with Microsoft Excel, Word, and Power Point preferred

**SALARY:** Commensurate with experience.

**FLSA:** Exempt

**APPLICATIONS DEADLINE:**

Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter and should be emailed to [Resumes@vuu.edu](mailto:Resumes@vuu.edu). Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

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