



**CONNECTICUT STATE COLLEGES & UNIVERSITIES  
BOARD OF REGENTS FOR HIGHER EDUCATION  
JOB OPPORTUNITY  
October 15, 2014**

**BOR Associate Director of Budgets & Planning**

Open To: The Public  
Location: 39 Woodland Street, Hartford, CT  
Hours: Full-Time, 40 hours/week  
Compensation: MC38 (\$82,743 – 111,947 based on experience & training)  
**Closing Date: November 5, 2014**

The Connecticut State College and University System (CSCU) invites candidates who have an extensive and successful background in budgeting and financial management in higher education to apply for this challenging opportunity with the Board of Regents System Office.

**Distinguishing Characteristics**

Located in Hartford, CT under the general direction of the Director of Budgets and Planning and providing critical support to the Chief Financial Officer, this position assists with the management of all aspects of the Budget Department daily activities within the BOR system office and acts as a key technical expert in the implementation of all financial analysis and reporting activities within the Department to include support in developing and implementing various reports, spending plans, and budget requests.

**Representative Duties and Major Accountabilities**

Develop and maintain comprehensive financial models which will serve to monitor System budgets, funds, and position activity, project and identify overall System expenses (including personnel and other expenses), and analyze and project short-term and long-term budgets to support System financial decision making.

Assist with the analysis, development and implementation of various budgets including the System Office spending plan, Office of Policy and Management biennial budget, and Tuition and Fee package request. Assist with creating and implementing the fiscal and budgetary policy, controls and procedure for the BOR System Office.

Manage the development of the other expense budget for each department to include revenue from auxiliary services and other sources.

Manages data consolidation, conducts data analysis and forecasting, researches and responds to budget inquiries, and develops reports of System budget data as required or requested for internal and external agencies including the preparation of BOR System Office reports of actual revenue and expenditures. Monitors BOR budget performance, researches, analyzes and investigates variances.

Effectively communicates policy, budgetary decisions and details to constituent units and staff at various levels of the System Colleges, Universities and System Office. May present information to system Executives/President, institution

presidents and finance heads, and the Board of Regents as required and provides backup interface with the Office of Policy and Management.

Leads system wide performance improvement teams and provide access and training to all departments within the BOR System Office.

### **Qualifications**

Bachelor's degree (Master's preferred) in accounting or finance with a minimum of five years of progressive work experience in budgeting and financial management in a higher education environment. Demonstrated ability to apply sound principles of accounting, fiscal management, business office management and staff supervision with extensive knowledge of related state and federal regulations. Ability to understand and meet deadlines, efficiently manage projects, and maintain strict confidentiality. Advanced knowledge and experience with MS Excel spreadsheets, databases and administrative information systems with a thorough understanding of Core-CT and Banner systems. Excellent written and oral communications skills with proven ability to effectively communicate, collaborate, and effectively resolve conflicts with a diverse population of college and university personnel. Must demonstrate a professional level of attention to detail and accuracy with strong analytical and creative problem solving skills.

### **Application Procedure**

Applications must be submitted electronically to [jobs@ct.edu](mailto:jobs@ct.edu) and must be received no later than **November 5, 2014**. Please reference "**Search #14-028**" on the subject line of all emails. Please submit the following two (2) attachments with your email:

- (1) BOR Employment Application (available at: <http://www.ct.edu/hr/employment>) **AND**
  - (2) Cover letter, resume, and contact information for three professional references in a single Word or PDF file.
- Incomplete or late application packages received after the deadline may be discarded.

**Refer to [www.ct.edu](http://www.ct.edu) for more information about the CSCU and our 17 institutions.**

### **Notice of Nondiscrimination:**

The Board of Regents for Higher Education does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, transgender status, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Laurie Dunn, Interim VP for Human Resources, 61 Woodland Street, Hartford, CT 06105, 860-723-0253 or by email at [dunnl@ct.edu](mailto:dunnl@ct.edu).

*The Board of Regents for Higher Education is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.*