XAVIER UNIVERSITY
POSITION DESCRIPTION

Assistant Vice President for Planning and Budgets

Supervisor Title: Senior Vice President and Chief Financial Officer

Supervises: Associate Budget Director, three analysts, administrative assistant

Position Description Summary

The Assistant Vice President for Planning and Budgets (AVP) reports to and works with Xavier’s Senior Vice President and CFO to develop Xavier’s financial strategy in support of the University’s mission and vision. The AVP also supports overall University planning and coordination as the primary staff member for the University Planning and Resource Council.

The AVP develops the University’s comprehensive, multi-year financial plan; coordinates and prepares the annual spending plan; and develops complex financial modeling, forecasting, reporting tools and analytics to inform decisions. He or she is responsible for the capital and operating budgets - including budget development processes, policies, procedures, pricing strategies, new program analysis, performance reporting, administration, internal controls, and stewardship of resources. The AVP is responsible for financial information systems and applications related to planning and budgets.

The AVP is a member of the SVP/CFO’s Executive Team. The AVP will assist the SVP/CFO in supporting the Finance Committee and Plant and Building Committee of the Board of Trustees. He or she has management responsibility for the Planning and Budgets office, consisting of five professional and one support employee. The AVP will regularly consult with senior management, faculty, and others throughout the University in fulfilling responsibilities of the position.

Position responsibilities

1. University planning and coordination

Serves as primary staff member in support of the work of the University Planning and Resourcing Council. Works proactively with the SVP/CFO and Provost (UPRC co-chairs) to recommend the plan of work for UPRC, develops high quality analysis and other work products, and coordinates with individuals campus-wide to support UPRC meetings and execution of the responsibilities of the Council. The UPRC coordinates planning university-wide to foster more integrated plans with mutually supporting strategies and better informed decisions. The UPRC encourages broad communication and intentional collaboration among various groups engaged in planning and execution. It examines resource deployment and recommends strategic allocation and alignment of financial, physical, and human resources in support of approved plans and University priorities.

2. Financial planning and forecasting

Fulfills primary responsibility to develop Xavier’s comprehensive, multi-year financial plan. The plan encompasses operating, auxiliary, long-term capital, endowment, and reserves elements for the University overall and all individual areas within the University. It incorporates environmental scans, modeling, analysis, and forecasting for enrollment, pricing, financial aid, and other key drivers.

Coordinates and prepares the University’s annual spending plan with guidance of the SVP/CFO. Provides detailed supporting documentation for all line items together with narratives and analysis of assumptions and scenarios. Develops presentation materials as needed.
Develops complex **financial modeling, analytics, and reporting** tools. Designs and develops ad hoc and regular reports to support analysis and decision making. Initiates assessment of costs and benefits of activities and programs and makes recommendations.

Collaborates with appropriate personnel to create **new business plans/models**. Actively supports initiatives to generate non-tuition revenues; analyze proposed business plans.

3. **Operating and capital budgets and controls**

Develops, updates, and communicates University operating and capital budgeting **policies, procedures, and forms**. Assures effective communication of policies and procedures to the University community via such means as departmental workshops, web site information, and more. Assists departments as needed in evaluating programs and quantifying their initiatives in formal budget documents.

Facilitates and manages **budgetary responsibility** over expenses by maintaining approved budgets in the financial systems. Monitors the University’s actual expenditures versus budget and routinely issues performance reports to department heads and senior management. Develops projections versus plan; actively analyzes variances to determine the underlying causes and makes recommendations for proactive and corrective actions. Provides timely and accurate analysis throughout the year to facilitate decision-making. Works with department managers in a consultative role as needed to support budget management.

With the facilities team, prepares the University’s **multi-year capital budget**. Links the multi-year capital budget, and the five-year operating budget, endowment projections, and reserves strategies into a cohesive financial plan. For the capital budget overall and for each project, maintains and monitors actual results versus plans and projections versus plans. Incorporates deferred and scheduled maintenance plans into the University’s long term financial plans.

Assures effective **administration, internal controls and compliance for budget**. Establishes and maintains an effective position control system for all positions in the University. Reviews all budgetary transfer or action requests throughout the fiscal year and makes determination for approval or rejection based on Xavier’s policies. Maintains proper financial controls.

4. **Systems and reporting**

Participates in the evaluation, selection, implementation and evolution of **financial information systems**. Monitors and assesses the financial system and reporting needs of the finance group and University community relative to the budget function. Recommends and develops new or modified reports. Works to obtain maximum benefits from existing software opportunities, report writer capabilities and data extraction/import across applications for budget purposes.

Prepares or supervises the compilation and development of **planning, budget, or performance reports and presentations** to better serve and support various constituents, including the University community, Xavier University Board of Trustees, and others.

5. **Management and other responsibilities**

**Manages the department and develops team members**, including the associate director, analysts (3), and administrative assistant. Establishes and achieves aggressive goals in support of departmental, divisional, and University goals. Organizes operating activities and assigns workload. Promotes professional and educational growth opportunities. Performs periodic performance reviews to apprise staff of progress and areas for improvement.

Actively participates as a member of the SVP/CFO’s **Executive Team**, together with the Vice President for Facilities, Vice President for Finance, and Assistant Vice President for Audit and Risk Management.

Actively participates as a member of the division’s **Management Team**, consisting of approximately 30 members.
Assists the SVP/CFO with committees of the Board of Trustees: primarily the Finance Committee and Plant and Building Committee; supports the Audit Committee and Investment Advisory Committee as needed.

Serves on University committees and supports cross-functional initiatives as requested.

Performs other duties consistent with the general responsibilities of the position as deemed appropriate by the SVP/CFO.

**Qualifications**

**Requirements:** Bachelor’s degree in business, accounting, finance or related field; five years of directly related and progressively responsible experience; excellent written and verbal communication and interpersonal skills; excellent analytical skills; advanced skills with MS Office with emphasis on spreadsheet applications; demonstrated initiative.

**Preferred:** MBA or related advanced degree or professional certification; relevant experience in: 1) preparation of operating and capital budgets, 2) development of budget policies and procedures, 3) cost accounting and program pricing, 4) financial projections and modeling, 5) data extraction, import, and analysis, 6) interacting with individuals throughout an organization including senior level management, 7) higher education or other non-profit organizations, and 8) participation and support to strategic planning processes.

**Application Process:** To ensure consideration, we encourage qualified applicants to respond by Friday, August 31, 2012 by submitting a transmittal letter, resume, and salary requirements to: Ms. Connie Perme, Xavier University, Human Resources, 3800 Victory Parkway, Cincinnati, OH 45207-5400 or by email to hr@xavier.edu