



Associate Provost for Academic Budget

Position Description

The University of North Carolina at Charlotte (UNC Charlotte) invites applications for the position of Associate Provost for Academic Budget.

Position Title: Associate Provost for Academic Budget Position Number: 003915

Division: Academic Affairs

Department: Academic Affairs VC Office

Supervisor Position Title: Provost and Chief Academic Officer

Supervisor Name: Dr. Joan Lorden

Position Type: EHRA Non-Faculty, SAAO Tier 2

Primary Purpose of Position:

The Associate Provost for Academic Budget serves as the division budget director for the Division of Academic Affairs. The individual in this position plans, directs, and implements fiscal procedures, methods, and systems of the division in compliance with University policies that involve all sources of funds. Specifically, the Associate Provost for Academic Budget manages budget planning and assessment, serves as a resource for questions on budget issues and procedures, monitors budget allocations, provides training and leadership to Business Officers within the division, and leads a team to provide strategic guidance and direction on resource allocation to the Provost and division broadly. The position serves as the division's primary budget and business administration liaison to the University Budget Office and its officers, as well as to Financial Services which includes the Controller's Office and Payroll Department, in addition to the campus's Internal Audit department, among others.

Position Duties and Responsibilities:

Annual Budget Call and Off-Cycle Funding: Direct the division's annual budget call process—updating information, instructions, and templates, consolidating of resource requests from colleges and service units, scheduling of and participation in budget briefings, and reviewing and producing the final list of Provost-prioritized requests on behalf of the division; Coordinate prioritized requests to the Chancellor

through the Office of University Budget and Analysis and respond to inquiries as needed; Manage additional off-cycle requests throughout the year as Provost commitments; and, Monitor the management and reconciliation of incoming and outgoing allocation transfers.

30%

Planning: Coordinate the division's budget requests associated with the University's biennial budget request to UNC System Office including priorities for the expansion budget, Campus-Based Tuition Increases (CBTIs), School-Based Tuition Increment Fees or Special Fees (SBTIs). Develop and maintain multi-year look-backs and projections for the division's annual operating and personnel budgets, including Provost commitments, major renovations, faculty start-up support, faculty position allocations and vacancies, campus-wide services, strategic initiatives or projects, and organizational or program restructuring. Oversee the division's reporting of "all-funds" including annual updates made to the annual all-funds budgeting submissions to the University Budget Office.

30%

Management: Oversee the development, implementation, review, and reconciliation of the division's annual operating and personnel budgets (\$510M all funds). Monitor the management and reconciliation of UNC System Office transmittals as one-time allocations or awards. Ensure fiscal integrity through explicit Office of Academic Budget protocols and internal controls in alignment with the Controller's Office and Internal Audit Department requirements; ensure budget management activities meet additional compliance standards of various government and other agencies (University, State, Regional, Federal, External Grants & Contracts, Treasury Services gifts and endowments, etc). Manage in accordance with UNC System Office or Office of State Budget and Management's Other-than-Personnel (OTP) spending restrictions for the period issued, as needed. Manage fiscal year-end closing. Provide guidance and information regarding the allocation, administration, and oversight of budgeted funds to the division.

20%

Faculty and Staff Position Budgeting: Ensure the review and approval of permanent budget transfers associated with all staff position actions (new or modifications with budget changes) within the division.

10%

Analysis and Reporting: Oversee the analysis and reporting of variances between 'budgeted' and 'actual' through monthly, annual and multi-year report views. Monitor spend activity and rates and carry-forward balances to ensure appropriate use of "all-funds" based on program purpose and the timely support of students, programs, and operations.

10%

Minimum Qualifications: Master's degree, preferably in business management, accounting, or public administration. Additional required qualifications include: at least eight years of progressively responsible senior-level administrative experience in fiscal management; excellent written, verbal communication and organizational skills; demonstrated success in creative leadership; experience in

management of staff; ability to collaborate with a wide range of employees at all levels; and successful training and presentation skills to various audiences.

Preferred Qualifications: Experience in fiscal management in a college or university setting specifically. UNC Charlotte strives to develop a deep understanding of and respect for diversity among colleagues. Therefore, we encourage applications from professionals who can help us achieve this goal.

Application Instructions:

Applications should consist of a detailed cover letter, list of three professional references, and curriculum vitae. Cover letters should be a maximum of three pages and address the candidate's demonstrated experience and evidence of positive impact with the following: 1) assuring inclusive collaborations, 2) preparing concise, informative, and easy to understand budget materials, 3) leading strategy within a complex financial ecosystem, 4) process improvement, and 5) personnel and team development for a diverse workforce. For priority consideration, please apply by Thursday, June 30, 2022. To ensure full consideration, inquiries, nominations, and applications should be submitted, in confidence, to CAPAB@academicsearch.org. Requests for confidential conversations may be sent directly to the Senior Consultants assisting with this search: Dr. Nancy Suttentfield, nancy.suttentfield@academicsearch.org or Dr. Cynthia Patterson, cynthia.patterson@academicsearch.org.