

Texas Wesleyan University
Job Description

Name: OPEN
Job Title: Law School Budget Officer
Department: School of Law
Reports To: Dean (Fred White)
FLSA Status: Exempt
Prepared Date: June 2009

SUMMARY Responsible for the daily fiscal operation of the Law School. Managerial responsibility over the Business Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Develop and monitor the law school annual budget, including enrollment and revenue projections, operating expenses, and personnel, in conjunction with the law school dean, associate deans, assistant deans, and department directors.

Oversee the daily operation of the law school business office, which includes responsibility for accounts payable, billing, collections, cashier, payroll processing, and general accounting functions.

Plan, coordinate, and participate in a wide range of institutional research projects, including the compilation of academic performance data, fiscal operating data, and research data.

Maintain effective liaison with the University's controller, historic campus Business Office, Office of Institutional Research, and Office of Grants and Research.

Oversee, coordinate, and audit the financial operations of the law school bookstore.

Assist the law school dean, other administrators, and faculty in finance-related matters.

Complete, evaluate, and assess defined objectives and tactical items as outlined in the University's and the School of Law's strategic plans.

Serve on University fiscal, planning, and policy-making committees as needed.

Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES Directly supervise (2) two employees. Carries out supervisory responsibilities in accordance with the University's policies and applicable laws. Responsible for interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in accounting required. Minimum of five years accounting experience in a supervisory role required with an understanding of basic fund accounting principles in higher education desired. CPA preferred.

KNOWLEDGE, SKILLS & ABILITIES

Thorough knowledge of accounting principles.

Demonstrated competence in computer spreadsheet preparation and financial analysis.

Proficiency with an integrated administrative system and with current word processing, accounting and spreadsheet software programs required.

Proficiency in the use of computer programs, including Microsoft Office and financial software such as Banner, SAP, or Datatel's *Colleague*.

Excellent organizational skills to work on multiple tasks while maintaining a strong attention to detail and quality of work

Ability to analyze account activity and prepare appropriate correcting entries with minimal supervision.

Ability to implement programs and procedures.

Ability to work well with a diverse group of employees, students, and other constituents of the University.

Ability to be discrete in handling confidential and sensitive matters.

Ability to support and follow University and departmental policies and procedures.

Ability to demonstrate and provide excellent customer service.

Ability to independently use standard office machines (copier, facsimile, etc.).

Must be highly motivated and have initiative to work independently and within in a group setting to meet deadlines.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, or governmental regulations. Ability to write reports, business correspondence. Excellent verbal and oral communication skills. Excellent analytical skills. Good interpersonal skills. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and other university employees.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Strong analytical and problem solving skills.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must have sufficient mobility to move around campus and to interact with the community. Must be able to move about and between campuses freely, including all office and classroom areas.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Some evening & weekend hours, as needed, to meet position demands.