# Director of Budget and Controller – Position Description

## Position Purpose

Outstanding opportunity for an experienced and innovative financial professional to serve on a senior leadership team committed to the positive transformation of academic health centers in an era of change. This individual will lead collaboratively and visibly, and be responsible for the budget process, financial performance, and financial compliance for the Health Sciences (Hospitals and Clinics, Medical Group, Schools of Medicine and Dentistry, and Colleges of Nursing, Pharmacy, and Health). This position reports to the Associate Vice President for Finance and Chief Financial Officer of the Health Sciences.

## Duties and Responsibilities

## Ensure the financial stability and viability of the health sciences enterprise, including maintaining the long-range strategic financial plan.

## Perform all functions of a chief budget officer, including development of financial analyses and implementation of the health sciences operating and capital budgets.

## Ensure compliance with all relevant university, state, and federal financial regulations, procedures, and policies. Develop policies and procedures, review and approve documents and activities for compliance, serve as primary liaison to university auditors.

## Provide strategic financial counsel to health sciences leadership. Serve as Controller for the Health Sciences and for the financial operations of the Office of the Senior Vice President for Health Sciences. Maintain internal financial controls, and manage commitments and lease obligations.

## Serve as an expert to the enterprise on budget resources, forecasting, and financial planning. Maintain excellent working relationships with financial leaders on the main campus. Represent the Health Sciences on committees and task forces.

## Enhance and innovate a robust and transparent budget process and tools consistent with the strategic direction and evolution of the health sciences.

## Lead and develop the budget team to a high standard of service.

## Knowledge, Skills and Abilities

## Demonstrated record of effective leadership in finance and budget, and in resource planning. High-level experience in the financial management of a complex organization; university or health care environment preferred but not required for an outstanding candidate. Outstanding financial expertise and related technical skills, including a deep knowledge of financial operations and compliance issues. Proven ability to exercise good judgment in complex situations. Experience managing and communicating change. Honest, ethical, open, and collaborative.

## Position Requirements

Education: Master’s degree

Experience: 8+ years of relevant experience

FLSA: Exempt