

**Director of Finance and Budget Analysis
Herbert College of Agriculture
University of Tennessee**

Description

The Director of Budget and Financial Analysis is the chief fiscal and operating officer of the Herbert College of Agriculture within the University of Tennessee Institute of Agriculture, and reports directly to the Dean as a member of the Executive Leadership Team.

The University of Tennessee, Knoxville (UTK) is the state's flagship campus and enrolls over 27,000 students. Nestled near the beautiful Great Smoky Mountains, Knoxville has been identified as one of the Top 100 places to live and one of the best places for businesses and careers. The College has the benefit of also being part of the University of Tennessee Institute of Agriculture (UTIA) which is particularly devoted to the University's land grant mission through its AgResearch and UT Extension units, both of which provide historically strong links with businesses in and out of the state. The College has approximately 1500 undergraduate students enrolled in 10 majors across seven departments, plus nearly 300 graduate students enrolled across eight departments. The position will be housed in the Dean's office along with staff responsible for advising, communications, diversity and inclusion, employer relations, and student recruitment. This is a full-time, 12-month salaried position with commensurate benefits.

Duties/Responsibilities

Provide analytical-based advice and guidance to senior leadership: Analyze financial statements/records and produce forecasts and projections based on enrollment, real/potential new programs and activities, and other income; identify trends in data, identify actionable options based on those trends, make decisions related to those trends, and make recommendations based on data and trends; use effective quantitative, verbal and written communication skills to summarize and highlight data trends, expenditures, and incomes; review and advise on fiscal impacts of potential/draft philanthropic agreements.

Implement and oversee budget allocation at the College level and provide oversight of departmental academic budgets: Oversee budget allocations to, and fiscal compliances of, College departments; Conduct regular business transactions of the College including invoice payments and posting scholarship awards to student accounts; oversee and approve student payroll and other office expenditures; Manage endowment income to ensure proper expenditures, stewardship, and re-investment to protect against inflation; Develop procedures in accordance with Generally Accepted Accounting Principles (GAAP) and ensures compliance with university and external policies.

Strategic Relationships and Professionalism: Work and liaise with other University fiscal officers including UTIA budget directors and managers, Vice-Chancellors, Provost and Chancellor offices, Human Resources, enrollment management and other units across the campus; serve on or occasionally lead appropriate College, Institute or campus committees; maintain membership in, and attend professional development opportunities/conferences in NACUBO and/or APLU.

Required Qualifications

Bachelor's degree in business administration, accounting, finance or similar field. Five years of relevant, progressively responsible experience in business administration, accounting, finance or similar field.

Preferred Qualifications

Master's degree in business administration, accounting, finance or similar field
Experience in higher education business administration, accounting, finance or similar field.

Knowledge, Skills and Abilities required are:

- Knowledge of Generally Accepted Accounting Principles, university, state, and federal expenditure rules
- Skill in effectively aligning resources to impact the academic mission to enable and sustain growth
- Outstanding skills in planning, problem solving, analysis, organizational and project management, and customer service
- Outstanding verbal, written, and personal communication skills
- Ability to develop and manage complex multi-million-dollar budgets
- Ability to analyze financial statements and produce forecasts and projections
- Ability to identify trends in data, identify actionable options based on those trends, make decisions related to those trends, and make recommendations based on data and trends
- Ability to plan future investments as key to the enrollment management of the college
- Ability to advocate for a particular ideological, strategic, or policy position
- Ability to work with cross-functional teams, and build and nurture relationships
- Ability to interact and communicate effectively with a wide variety of groups and individuals at all levels of the organization
- Ability to actively listen
- Ability to think and perform creatively
- Ability to create systems for efficient workflow and meeting deadlines in a fast-paced environment
- Commitment to integrity and an ability to maintain confidentiality
- Ability to use Microsoft Office (Excel, Word, PowerPoint) and learn other software as needed

Preferred knowledge, skills and abilities are:

- Working knowledge of IRIS / SAP or a similar large and complex ERP system
- Knowledge of other data information systems such as Banner, Taleo, Interfolio, Concur, electronic time recording and reporting, OnBase, etc.
- Knowledge and ability to use Office365, Access or other database software
- Knowledge and ability to use pivot tables and advanced reporting tools such as Tableau or other graphics-based tools
- Ability to translate data into "a story" to present complex information in a simple way

Applicants should apply [online](#) and submit a cover letter describing their interest and qualifications, a resume, and the names, addresses, position titles, place of employment, email and telephone numbers for three references. Initial screening of applications will begin 17 December 2021 and continue until a successful applicant is found.

Questions may be directed to John Stier, Associate Dean, Herbert College of Agriculture,
jstier1@utk.edu or 865-974-7493.

All qualified applicants will receive equal consideration for employment and admission without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status, or any other characteristic protected by federal or state law. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the university. Inquiries and charges of violation of Title VI (race, color, and national origin), Title IX (sex), Section 504 (disability), the ADA (disability), the Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity, 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.