Job Summary:
Under the general direction of the Assistant Dean, provides high level management and administrative leadership in the area of financial management. Oversees permanent and temporary allocations of all fund sources including: general funds, professional program fees, gifts and endowments, sales and services, graduate student block, and contracts and grants. Directs all financial functions of the school: develops systems, reports and analyses to support management decision-making needs; provides guidance for department and administrative unit managers; sets standards for internal controls. Monitors expenditures and apprises School leadership of areas of concern. Plans, directs, and evaluates the work of staff involved in the day-to-day operation of the School's operating and contract and grants budgets; including the supervision and oversight of the 8 member business and contract and grant offices.

Job Description:
Job Essential Function 1
Percent of Time: 100%

BASIC FUNCTIONS
Administers the School's financial resources (exceeding $45 million) to achieve the School's and University's goals. Establishes and oversees all management systems to ensure financial control, including all functions related to finance and accounting, budgeting, purchasing, reimbursements, management of contracts and grants, and acting as primary School liaison with all relevant administrative units in these regards. Supervises the Contract and Grants Manager and the Director of school-wide Planning. Monitors expenditure of School funds and apprises management of areas of concern.

Oversees the School's administrative, research, and instructional budgets, which includes UC general, state, federal, opportunity, student fees, professional programs funds, UCI Foundation gifts and endowments, various donors, recharge, and sales and services funds.

Manages School's annual budget planning process, including review of budget requests from units and departments; drafts responses for the Dean and Assistant Dean and prioritizes budget requests for the School.

Oversees School's annual professional program fees request, including review of all budgets and recommendation to Dean and Assistant Dean for action.

Develops and manages the School's overall budget, long-range planning and associated projections, trend analyses, and systems. Works with the Dean and Assistant Dean to develop the School's annual resource plan and identification of needs for communication with the Provost/Executive Vice Chancellor and Division of Finance and Administration.

RESPONSIBILITIES
Manages School's annual budget process, including review of budget requests from units and departments and recommending budget priorities and approaches to Dean and Assistant Dean.

Administers, allocates and controls the School's financial resources to achieve long-range strategic goals of the School and the University.

Provides expertise, knowledge and experience in financial, budgeting, and management to the Dean, Assistant Dean, and Associate Deans, including management of block funds, TA funds, departmental annual allocations, departmental and faculty overhead return allocation, and Dean’s commitments.

Manages day-to-day financial activities for Dean's Office funding.

Provides information to and act as liaison with Provost's Office units on a variety of budgetary matters.

Oversees financial aspects of the School's recharge units and professional degree programs.

In conjunction with the School's Manager of Contracts and Grants, develops/enhances systems to monitor status of discretionary and contracts and grants funds.

**Skills, Knowledge and Abilities:**

**Required:**
- Extensive financial and budget management experience in a complex, higher education fund accounting environment.
- Expert knowledge of accounting methodology and related campus procedures and computer systems.
- Successful supervisory experience to direct the work of diverse staff assigned to a variety of tasks and projects.
- Working knowledge of contracts and grants policies, procedures and administration.
- Skill to establish reporting systems and develop recommendations for management based on sound fiscal analysis and research.
- Strong analysis, financial planning and forecasting skills.
- Experience in creating, implementing, administering and maintaining automated financial systems.
- Superior interpersonal and diplomatic communications skills to interact effectively with a variety of people at all organizational levels.
- Strong management and organizational skills in order to act on behalf of the Assistant Dean in his/her absence.
- 10+ years of experience and BS degree in Accounting, Business or other related/transferable field of study, and/or an equivalent combination of education and experience.

**Desired:**
- Working knowledge of the UCI policies and procedures relating to accounting, contracts and grants, purchasing, payroll/personnel and ability to interpret and apply appropriately.

Please apply via the link below:
