

## **BUDGET AND ACCOUNTING MANAGER**

### **Job Overview**

The Budget and Accounting Manager reports to the Associate Executive Director for Operations at the Buffett Early Childhood Institute and is responsible for managing the financial business operations of the Institute. The position oversees budget and financial transactions, develops the Institute's annual budget, generates reports and financial statements, and ensures compliance with audit and business requirements.

### **Buffett Early Childhood Institute Profile**

Envisioned as a new model for how public higher education is engaged in the first years of life, the Buffett Early Childhood Institute (<https://buffettinstitute.nebraska.edu/>) is a four-campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to helping transform early childhood development and education in Nebraska and across the nation. The long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policymakers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them.

Applicants should note that the goals of the Institute are university-, state-, and nation-wide, but the location of the Institute administration is in Omaha. This position will work primarily out of the Omaha office.

### **Job Responsibilities**

#### **Budget & Fiscal Administration – 60%**

- In collaboration with the Associate Executive Director for Operations, prepare the Institute's annual operating budget and fiscal year-end documents to support senior leadership decisions.
- Supervise the Finance and Administrative Associate and oversee work in compliance with University of Nebraska and Foundation business processes and procedures.
- Oversee budgets and financial matters for all Buffett Institute funding, including state funds and sponsored accounts (e.g., foundations; state, federal, and other grants)
- Develop financial reports for Buffett leadership and for grantors and donors.
- In collaboration with the Associate Executive Director for Operations, assist Institute directors with development of proposed budgets for new projects.
- In collaboration with the Associate Executive Director for Operations, represent the Institute as a business officer of the Institute in interfacing with university offices, the NU Foundation, and external organizations.
- Develop financial systems to support the Institute's programmatic objectives.
- In partnership with University Sponsored Programs, coordinate and submit grant information to be managed through pre- and post-grant award processes.
- Coordinate creation and submission of Buffett contracts in conjunction with Buffett leadership and Central Administration.
- Assume other responsibilities as assigned by the Associate Executive Director for Operations.

### Financial Accounting – 40%

- Develop, manage, and monitor accounting operations and the performance of daily, monthly, and other accounting and financial records as well as ad hoc reporting of the Institute.
- Monitor Institute fund balances at the NU Foundation, and in collaboration with Central Administration generate requests for financial transfers.
- Review and approve all expenditures to ensure appropriate cost accounting use.
- Ensure accuracy of all financial operations, transactions, and contracts in accordance with University of Nebraska accounting processes and procedures.

### **Required Qualifications**

- Bachelor's degree in business administration with an emphasis in accounting or finance.
- Five years of experience with demonstrated success in providing financial support for an organization with a diverse funding portfolio.
- Strong analytical, interpersonal, and written and verbal communication skills.
- Working knowledge of grants/contracts, accounting, budgeting, and business/information systems.
- Experience producing financial reports for government contractors and philanthropic donors.
- Strong problem solving and decision-making skills and ability to complete complex tasks and work independently.
- Ability to work in a fast-paced environment, managing multiple priorities and working well under pressure with strict deadlines.
- Excellent analytical and problem-solving skills.

### **Preferred Qualifications**

- CPA or master's degree
- University of Nebraska and/or University of Nebraska Foundation experience
- Knowledge of University of Nebraska accounting practices and policies
- Knowledge of higher education and government accounting principles
- Experience with SAP

### **How to Apply**

Application review begins immediately and continues until position is filled. Applications are processed through the online job posting at <https://careers.nebraska.edu>.

Follow instructions to complete the Standard Application. Along with your application, attach a cover letter, resume, and contact information for three professional references. Direct questions about the position to: [humanresources@nebraska.edu](mailto:humanresources@nebraska.edu). Direct questions about the online application process to: (402) 472-7990.

**The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, gender identity, sexual orientation, or protected veteran status.**

## **ADDENDUM BUDGET AND ACCOUNTING MANAGER**

### **Competencies**

- Nature/Complexity of Work

This position requires an individual who works with considerable independence, energy, initiative, a strong work ethic, and sound judgment. Strong attention to detail, accuracy, professional discretion, and sensitivity to confidential information, a record of effective teamwork with others and time management skills are required. Knowledge of the University of Nebraska's organization structure and interrelationships among the campuses; and internal and external constituencies is helpful in this position.
- Problem Solving/Decision Making

Problem solving and appropriate decision making are required in every element of this position. Key duties involve independent judgment regarding analysis of issues and actions required to support day-to-day business transactions. Actions are governed by broad objectives, professional ethics, university procedures and/or business acumen.
- Strategic Input

This individual is required to be proficient and conscientious when representing the Buffett Institute and the University at all times. Any errors reflect unfavorably on the individual, the department, and potentially the University of Nebraska as a whole. Administrative review is often necessary before information is released by this position, but the responsibility for error-free detail supporting analytical information rests on the employee. This individual is accountable for taking appropriate steps to correct any errors.
- Know-How

This position demands the ability to take initiative, operate independently, and thrive in a multitasking environment. One should demonstrate exceptional interpersonal skills with a strong orientation toward diplomacy, tact, compassion, collaboration, and teamwork; exceptional verbal, writing, editing, and proofreading skills; must be detail-oriented and accurate; must have ability to prioritize effectively, multitask, and quickly respond to shifting priorities; the ability to collect, compile, and analyze facts, draw conclusions, and recommend solutions; possess a strong work ethic and willingness to work beyond regular hours, if necessary; and demonstrate a high level of professional discretion and confidentiality. Thorough knowledge of accounting practices, regulations, state statutes, and financial concepts is necessary. Ability to interpret and prepare information for analysis activities and communicate findings to management is essential. Must follow Board of Regents bylaws and policies, state and federal law, and other rules and regulations.
- Technical Skills

This position demands technology proficiency, with a willingness to learn and utilize new technologies relating to (but not limited to) financial management, project and portfolio management, service management, and human resource management. Knowledge of accounting best practices required. Knowledge of Nebraska accounting practices and policies is beneficial. Proficient knowledge of Excel is required, including the ability to use and create multiple worksheets, pivot tables, charts, and formulas. Experience with SAP is beneficial. Working knowledge of the interview, Microsoft Word, PowerPoint, and Outlook is also required.
- Interactions

Determining whom to contact within the University of Nebraska when a particular issue arises is an important and complex part of this position. This position works closely with university accounting staff, employees, and external constituents with accounting knowledge, collaboration, and cooperation on issues of concern. Must have the ability to work as a member of a team, as well as independently, in a complex environment, and with respect for confidential and sensitive information. This position interacts with members of the Board of Regents, all staff at Varner Hall, campus representatives, University of Nebraska constituencies, and many external constituencies.

- Supervision

This position supervises an Accountant, and may serve as a functional leader for financial processes. This position reports to and receives indirect\* supervision from the Associate Executive Director for Operations. (\*This is based on level of proficiency and years of service.)

### General Position Information

Working Job Title: Budget and Accounting Manager (49244312)	Job Family: Admin. Business Operations	Job Family Zone: Specialist
Position Number: 138	Department Name: Buffett Early Childhood Institute	SAP Organization Unit Number: 50008150
Employee's Name: TBD	Date of Last Update: 3/26/19	Title of Supervisor: Associate Executive Director for Operations
SAP Personnel #: TBD	Last Updated By: HR	Name of Supervisor: Kimberly Harper

### Physical Requirements

#### 1. General Physical Requirements.

Indicate the appropriate response for an eight-hour day:

	Circle the appropriate number of hours									Intermittent	Constant
Sit	0	1	2	3	4	5	6	7	8	X	
Stand	0	1	2	3	4	5	6	7	8	X	
Walk	0	1	2	3	4	5	6	7	8	X	
Drive Motor Vehicle	0	1	2	3	4	5	6	7	8	X	

#### 2. This Position Requires:

	Occasionally (<2 hrs/day)	Between 2-5 hrs/day	Over 5 hrs/day
Squatting	X		
Bending	X		
Kneeling	X		
Reaching			
➤ Overhead	X		
➤ Forward	X		
➤ Low	X		
Twisting	X		
Crawling			
Climbing			
➤ Ladder			
➤ Stairs	X		
➤ Other			
Walking on rough ground			
Exposure to changes of temperature/humidity			
Exposure to <b>dust</b> /fumes/gases/chemicals	X		
Being near moving machinery			
Working from heights			

#### 3. This Position Requires Employee to:

Indicate letter in appropriate space: LIFT=L    CARRY=C    PUSH=P    PULL=PL

	Less than 2 hrs/day	Up to 2 hrs/day	Between 2-5 hrs/day	Over 5 hrs/day
11-24 lbs	L, C, P, PL			
25-49 lbs				
50-74 lbs				
75-100 lbs				
Over 100 lbs				

**4. Position Requires Use of Hands or Special Tools/Equipment For:**

	<u>RIGHT</u>	<u>LEFT</u>	<u>BOTH</u>
Keyboarding			Yes
Filing			Yes
Other (explain)	Operation of routine office equipment		

**5. Position Requires Attendance at the Workplace**