**CLARK ATLANTA UNIVERSITY**

**Job Description**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Assistant Vice President of Budgeting/Financial Planning and Risk Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Budgeting and Financial Planning</td>
</tr>
<tr>
<td>Reports To:</td>
<td>VP of Financial Planning &amp; Treasury/CFO</td>
</tr>
</tbody>
</table>

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

**General Function (Description):**

The Assistant Vice President of Budgeting/Financial Planning and Risk Management plans, organizes, controls and directs the operations of the Budget/Planning and Investments Department. Responsible for overseeing the development and monitoring of the annual and multi-year operating/unrestricted budget. Additionally, responsible for managing and directing cash management, endowments, investments and the issuance of debt. Evaluates and implements internal controls for area of responsibilities. Administers the University’s insurance programs to include those related to auto, property, crime, fine arts, cyber and liability. Works with general counsel’s office in assessing risk related to various agreements and makes recommendations related to indemnification, limitation on liability and insurance limits for outside entities doing business with the University. Manage the university’s portfolio of insurance policies include responding to all administrative notices regarding insurance policies and claims. Works collaboratively with campus community to reduce the university’s vulnerability to adverse events through proactive risk reduction and loss prevention actions. Serves as the liaison between the University and our Insurance brokers.

**Examples of Duties and Responsibilities:**

- Reviews and directs the research and preparation of monthly budget-to-actual variance analysis, forecasts, statistical and narrative reports for reporting to CFO.
- Oversees and manages cash receipts and disbursement activities from financial institutions and granting agencies to meet the University's obligations and to maximize investment returns.
- Produces and provides periodic reports to CFO for cash position and projections/forecasting. Incorporates cash flow projections into planning techniques on a monthly basis.
- Ensures the reconciliation of endowment and investment funds, monies are accurately accounted for and deposited timely with bank and custodian; monitors compliance with the University's investment policy.
- Directs the preparation of donors' annual and allocation of funds for expenditures (spendable) reports associated with the endowment fund.
- Works collaboratively with Offices of IA, Financial Aid and Grants & Contract Accounting to ensure endowment scholarships, awards, etc. are distributed in compliance with fund's criteria and within budget.
- Manages and Initiates debt service payments, validate accuracy of revised reserve payments and cash flow borrowing in a timely manner.
- Maintains detailed and accurate records of outstanding debt and ensures compliance to debt covenants. Manages the structuring and maintenance of university banking relationship and investment accounts and relationships. (i.e. analysis of fees)
- Design, establish and maintain an organizational structure and staffing to effectively accomplish the departmental goals and objectives.
- Trains, supports, and evaluates assigned staff.
- Assists in maintaining satisfactory relations and credit rating of the University.
- Serves on various University committees and as financial advisor to Vice Presidents, Deans, administrative department heads and principal investigators on budgetary matters.
- Serves as liaison with financial institutions, investment consultant, and investment managers.
- Provides excellent customer service to internal and external customers.
- Establishes and maintains relationships/membership with local, state, and federal agencies and associations to remain current on programs and issues that affect the university's budgetary system.
- Reviews appropriate regulations and legislation to ensure the university's compliance with laws and procedures related to fiscal processes and makes recommendations on changes which result in more efficient operations.
- Procure, maintain, manage and renew all insurance policies.
- Collect and prepare information for annual report and renewal meeting.
- Serve as primary liaison for insurance brokers.
- Manage claims for property loss.
- Coordinate all notifications of loss to insurance carriers.
- Facilitate the reconciliation of claims, replacement costs, bills and deductibles.
- Process requests for certificates of insurance and additional insured language.
- Other duties as assigned by the Sr. Vice President of Finance and Business Services/CFO.

**Knowledge, Skills and Abilities:**

| Knowledge of principles and practices of (a) financial management; (b) college/university administration; (c) budgeting and reporting in a higher education environment. Working knowledge of accounting principles. Have good written and oral communication skills. Ability to handle multiple tasks and exercise critical human relation skills in establishing and maintaining effective working relations with constituents. Excellent planning, analytical, financial modeling, and problem-solving skills. Proficiency with operating personal and central computerized budget systems, preferably SCT Banner and knowledge and advanced knowledge on using spreadsheets. |

**Minimum Hiring Standards:**

<table>
<thead>
<tr>
<th>Education</th>
<th>Bachelor’s degree in Business Administration, Accounting or a related field. Masters or MBA in Business/Finance/Accounting preferred.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years of Experience</td>
<td>Five+ years of experience in finance/accounting in higher education environment, government or comparable experience.</td>
</tr>
<tr>
<td>Years of Management/Supervisor Experience</td>
<td>Minimum of 5 years</td>
</tr>
</tbody>
</table>

*Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer*