



JOB DESCRIPTION:	Budget Administrator		
DEPARTMENT:	Business Affairs		
REPORT TO:	Associate VP of Business Affairs		
EEO CLASSIFICATION:	Professionals	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#432100	DATE APPROVED:	
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Manages budget operations, planning, and fiscal monitoring for Western New Mexico University. Oversees, verifies, and coordinates official budget documents for the various WNMU within an assigned span of operation. Develops and coordinates the University budgeting processes, applying advanced budgetary and strategic concepts. Works closely with leadership staff and administration on the coordination and submission of university-wide budgets to the State. Provides direct and indirect supervision of the overall Budget Office procedures.

DUTIES:

1. Provides direction and assistance to university operating divisions and departments regarding budgeting policies and procedures, implementation of new practices, and efficient control and utilization of financial resources.
2. Collaborates and provides leadership in the development and management of the annual budget for the institution; oversees the creation and implementation of all departmental budgets.
3. Assists the Vice President (VPBA) and Assistant Vice President (ASVPBA) in Business Affairs with the establishment of short- and long-range organizational goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness; effects changes required for improvement.
4. Oversees the documents submitted by professionals and support staff for all budgetary adjustments.
5. Works with VPBA and ASVPBA to provide leadership and direction on specified higher education funding issues.
6. Oversees Banner Budget planning post implementation and Banner Budget operations, processes, approvals, testing, training, and improvements.
7. Oversees and manages the structure for position classifications and pay bands for the institution.
8. Compiles and submits the CUPA HR survey for faculty and staff. Enters and updates data elements into Banner for CUPA codes.
9. Oversees and manages the process for stipends for staff and faculty.
10. Oversees the management of the institutional Position Control Department processes, tracking, and budgetary control.
11. Assists the VPBA in the development of the Regents' Budget Document, summarizing the total of the University's projected operating and plant fund/capital outlay revenues and expenses for WNMU; recommends and implements budget adjustments for proper reporting to Regents; prepares variance explanations and additional analyses for the Regents Report as appropriate.
12. Participates in the development of the Unrestricted Budget and the reporting of actuals; in conjunction with other accounting staff, reviews and verifies calculations of budget and formula submissions to the State, ensuring compliance with Higher Education Department (HED) standards.
13. Participates in the analysis of all components of relevant budget formulae and all funding legislation.
14. Reviews and analyzes detailed budgets for a comprehensive range of institutional funds, university-wide, coordinates entry of financial data into the University's ERP system.
15. Reviews and approves institutional staffing budgets; schedules allocation and tracks disposition of relevant funds and carry-forward balances.
16. Serves on the University Planning Committee and participates in recommendations concerning changes

- to the University's financial system.
17. Directs and advises faculty and staff in the understanding of financial information and in developing budget and cost control strategies.
 18. Prepares specialized financial reports and analyses for officers of the University and outside funding agencies as appropriate; develops models for projecting revenue as appropriate.
 19. Performs miscellaneous job-related duties as assigned.

REQUIREMENTS:

1. Education /Background: Bachelor's degree in accounting or a related field with at least fifteen credit hours completed in accounting, with at least 6 years of experience related to the duties and responsibilities specified. Completed degree(s) from an accredited institution that is above the minimum education requirement may substitute for experience on a year for year basis. A master's degree can substitute for a related field and/or some years of experience. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Ability to provide excellent customer service. Ability to communicate effectively, both orally and in writing. Advanced knowledge of public sector finance, accounting, and budgeting principles and procedures. Ability to develop, plan, and implement short- and long-range goals. Ability to execute and integrate complex financial analyses and prepare comprehensive capital/operating budget summaries and projections. Ability to make administrative and procedural decisions. Ability to solve complex problems. Knowledge of computerized information systems used in financial and/or accounting applications. Ability to investigate and analyze information and draw conclusions. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments. Organizing and coordinating skills. Advanced financial analysis and mathematical skills. Knowledge of HED financial reporting standards and of State of New Mexico financial reporting laws, regulations, and procedures. Employee development and performance management skills. Knowledge of higher education fund accounting principles and procedures. Ability to design and develop complex financial models. Demonstrated operational and technical knowledge of Enterprise Resource Planning systems, such as SCT Banner. Must be knowledgeable of University policies and procedures. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): – Normal office, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)