

## Director of Finance & Budget

DEPARTMENT: Business Services

Employment Detail: Permanent, Full-Time

Applications received by May 16, 2017 will be guaranteed full review and consideration.

Applications received after that date may be considered until an adequate applicant pool has been established.

### DUTIES:

The Director of Finance and Budget promotes the financial well-being of the University by providing budget management, monitoring appropriate investments of temporary cash balances, exercising executive control over University budgets, and safeguarding all financial assets of the University. Position reports to the Vice Chancellor for Administration and Finance but advises Chancellor and other executive officers on issues related to the financial status of the University. This position is directly responsible for providing leadership and general management of the following areas: Business Office (Student Billing, Accounting and Cash Management), Budgeting, Purchasing, Fixed Assets and Accounts Payable. Other duties and responsibilities include debt management accounting, audit oversight, annual financial reporting, budget development and system level reporting.

### REQUIRED QUALIFICATIONS:

- Bachelor degree in Business or related field.
- 5 years' experience in financial and budget management in an institution of higher education

### REQUIRED SKILLS:

- Knowledge of economic and accounting principles and practices, banking and the analysis and reporting of financial data

### PREFERRED QUALIFICATIONS:

- Working knowledge of Banner (Elucian) systems.
- Previous leadership or supervisory experience

To apply, please submit the following items:

1)Letter of application, 2) Resume', 3)Name and contact information for 3 professional references

**The items listed above should be sent or e-mailed to:**

Montana Tech Human Resources, 1300 West Park Street, Butte, MT 59701

e-mail: [HumanResources@mtech.edu](mailto:HumanResources@mtech.edu) Phone: 406-496-4380 Fax: 406-496-4387

Montana Tech is committed to providing a working and learning environment free from discrimination. As such, the University does not discriminate in the admission, access to or conduct of its educational programs and activities nor in its employment policies and practices on the basis of race, color, religion, national origin, ethnicity, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political beliefs, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation or preference. In support of the University's mission to be inclusive and diverse, applications from qualified minorities, women, veterans and persons with disabilities are highly encouraged. Montana Tech makes accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. In compliance with the Montana Veteran's Employment Preference Act, Montana Tech provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. To claim veteran's preference please complete the employment (veteran's) preference form located on the employment page. To request an accommodation, contact Cathy Isakson 406-496-4380; [cisakson@mtech.edu](mailto:cisakson@mtech.edu)

Any offer of employment is contingent upon a satisfactory criminal background check.