

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

Director of Budget and Planning Finance and Administration Regular Full-Time Position Position Number 538000

General Description

The Director of Budget and Planning reports directly to the Vice President for Finance and Administration and is responsible for preparing, monitoring and reviewing all components of the budget, ensuring integrity of reported information.

Primary Duties and Responsibilities

- Assist in the development and implementation of budget policy and planning.
- Responsible for preparation of budget documents requested by the Tennessee Board of Regents in a timely and accurate manner.
- Responsible for reviewing and making budget entries from departmental budget requests submitted during the budgeting process and compiling accounting, budgetary and position control information, schedules or tables as requested.
- Attend and participate in budget hearings to better understand the nature and scope of budget requests, answer questions and recommend actions.
- Coordinate management information systems for utilization in the budget process. Assume full responsibility for budget fields within the financial records system.
- Provide proper maintenance and control over the University's budget: approve budget revisions, personnel action request forms, temporary pay request forms and other budget documents.
- Interact with all areas of the University in regard to budget resources and allocations.
- Provide budget analysis as requested.
- Coordinate with the Human Resources Office all activities related to position control, personnel budgets, benefit budgets and various other personnel budget related issues.
- Serve as liaison between the campus and various outside organizations including Tennessee Board of Regents Offices.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to successfully coordinate the budget planning process.
- Ability to effectively interpret and explain detailed, complex, technical accounting and budgetary reports.
- Ability to efficiently coordinate management information systems for utilization in the budget process.
- Ability to maintain proper control over the University's budget and provide accurate budget analysis.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.

Required Minimum Qualifications

- Bachelor's degree in Business, Accounting or related field.
- CPA.
- Five years previous experience working with University budgets using non-profit fund accounting.
- A background and credit history check will be required of the successful applicant.

Additional Preferred Qualifications

- An advanced degree and attainment of a CPA and/or CMA certification

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