

Director for Academic Affairs Budget and Administration
California Institute of the Arts (CalArts)

Direct Link: <https://www.AcademicKeys.com/r?job=156761>

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Posted Mar. 31, 2021, set to expire Aug. 2, 2021

Job Title	Director for Academic Affairs Budget and Administration
Department	Academic Affairs https://calarts.edu/
Institution	California Institute of the Arts (CalArts) Valencia, California
Date Posted	Mar. 31, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Academic Affairs Business & Administration Financial Planning/Budget Management
Apply Online Here	http://apply.interfolio.com/85171
Apply By Email	
Job Description	

Description
SUMMARY

The Director for Academic Affairs Budget and Administration is an exempt, full-time, administrative management position in the Office of the Provost. Reporting directly to the Provost, the Director manages all financial matters for Academic Affairs and works directly with Associate Provosts, Deans, Finance, Human Resources, and other senior administrators, staff, and faculty. Responsibilities include the development and administration of personnel and operational budgets, and other business-related

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matters.

The Director conducts all academic budget analysis and modeling to ensure adherence to business policies and procedures, employment policies and personnel matters related to faculty affairs. This involves managing faculty reviews, compensation and contractual appointments. The position has oversight for the employment visa process in support of hiring international academic employees. They will coordinate business functions with the Office of Advancement regarding restricted and unrestricted funds, and related expenditures for the Provost Office. The Director also supports the general operations of the Provost Office by performing other duties as assigned. The Director may supervise one or more employees, and must collaborate with other financial managers at the Institute.

Qualifications

ESSENTIAL JOB FUNCTIONS

Direct and administer all budget processes for the Provost Office in collaboration with the associate provosts and the provost including: overseeing accounts payable, current and fiscal year forecasting, and reconciling with the general ledger.

Support the provost with financial analysis, modeling, and advice regarding the financial implications of expenditures, ongoing strategic planning, and program changes and development.

Assist the Office of the Provost, vice presidents, deans, program directors, and academic administrative personnel with resource management and planning to achieve short and long-term objectives.

Independently, and in dialogue with colleagues, solve business problems creatively and with exceptional attention to detail.

Oversee and manage all aspects of faculty appointments, merit review, and contract renewal including the calculation of workload (FTE), concomitant salary, and compliance with CalArts policies and HR practices.

Understand and track the relationship between budget and curricular impacts of faculty appointments. Analyze faculty contract information regarding job duties, workload/FTE, and pay rate. Work with other staff and administrators to ensure all business functions, especially employee contracts, comply with institutional policies and California labor law.

Oversee the visa process for international academic employees.

Work in concert with the Deans to prepare annual personnel and operating budgets for each school.

Recommend operational efficiencies and improvements at all levels of fiscal operations within academic affairs.

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Work in close partnership with the office of Human Resources on all faculty and academic staff employment matters.

Work in close partnership with the Finance Office on all academic area financial matters, annual budgeting, and ensuring internal controls.

Partner with the schools and Institutional Research to develop metrics that are used to inform the Provost and deans regarding resource allocation and budget planning.

Work in close partnership with the Office of Advancement on all donor- or grant-related business matters.

Manage work-study students and part-time workers for the Provost Office; position may supervise one or more employees.

Other projects and duties as assigned.

SKILLS/ABILITIES

Extensive knowledge of and experience in budgetary accounting procedures and financial modeling, especially in higher education.

Discretion in handling confidential information.

Advanced computer skills including Microsoft Office programs (especially Word, Excel, Access, and PowerPoint), online document attestation, Ellucian Colleague or related ERP systems, FileMaker Pro and other database systems, Online form systems (e.g., Form Stack), digital document management systems, Google Business Tools and Suite, Adobe Acrobat document creation and management, and data management and financial modeling tools (related to institutional research, etc.).

Experience with accounting software and systems involving fund accounting, foundation/donor compliance, and research-funded compliance is preferred.

Knowledge of human resources, immigration and visa processes, payroll policies and familiarity with California State employment laws.

Must have a demonstrated ability to communicate respectfully and build relationships of trust with leaders, colleagues, staff, and faculty of all cultures and abilities.

Ability to promote others above self, and work within a team environment helping cultivate a culture of mutual support and respect.

Excellent verbal and written communication skills.

Self-driven initiative, the instinct to involve others, careful attention to detail, and the ability to organize and prioritize multiple duties while working independently.

Previous experience in higher education is preferred.

EDUCATION

A Bachelor's degree and several years related work experience in finance, or a graduate/professional

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degree (MBA, MPA, etc.) in an accounting or finance related field and three years of related work experience. Direct work experience in a financial or business role in an academic school or central academic affairs in higher education preferred.

FURTHER INFORMATION

CalArts has a multidisciplinary approach to its studies of the arts through six schools: Art, Critical Studies, Dance, Film/Video, Music and Theater. CalArts encourages students to explore and recognize the complexity of the many aspects of the arts. It is supported by a distinguished faculty of practicing artists and provides its undergraduate and graduate students with the hands-on training and exposure necessary for an artist's growth. CalArts was founded in 1961 and opened in 1969 as the first institution of higher learning in the United States specifically for students interested in the pursuit of degrees in all areas of visual and performing arts.

Application Instructions

To apply: Position is open until filled, but for full consideration please apply by April 2, 2021.
apply.interfolio.com/85171

EEO/AA Policy

California Institute of the Arts shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status, disability, or any other status protected under federal, state, or local law.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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