

Director, Auxiliary Budget and Ops
University of North Texas

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Posted Aug. 18, 2022, set to expire Dec. 31, 2022

Job Title	Director, Auxiliary Budget and Ops
Department	UNT-Dining Services-163700
Institution	University of North Texas Denton, Texas
Date Posted	Aug. 18, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Residential Life Financial Planning/Budget Management Business & Administration
Job Website	https://jobs.untsystem.edu/postings/63110

Apply By Email

Job Description

This position is responsible for all aspects of the Dining Services business and personnel operations including, but not limited to: cash handling, annual budget preparation and management for Residential Dining, Retail Restaurants, and Verde Catering, procurement, accounts payable, and accounts receivable. This position is also responsible for payroll and personnel processes; performs and/or serves as a backup for recordkeeping, auditing, and all other aspects/functions of timekeeping requirements. Prepares internal accounting reports for use by operational units; responsible for the fiscal management of operations; provides training, guidance, and counseling to staff and supervisors on personnel and HR issues. Manages and oversees highly complex and interpretive financial and budgetary operations for a large university department. Delivers actionable business analytics and fact-based recommendations to executive and general management teams through perpetual financial forecasting and variance reporting. Responsible for the planning, organization, direction, evaluation, and control of assigned programs, including, but not limited to, financial and budgetary programs. The



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Dining Services Director of Budget and Operations supervises a team of full-time administrative professionals and hourly student workers.

Contact Information

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

Contact

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