

Director of Budget Operations  
Old Dominion University

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Posted Nov. 15, 2024, set to expire Nov. 1, 2025

**Job Title** Director of Budget Operations  
**Department** BUDGET OFFICE  
**Institution** Old Dominion University  
Norfolk, Virginia

**Date Posted** Nov. 15, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Financial Planning/Budget Management

**Job Website** <https://jobs.odu.edu/postings/22153>

**Apply By Email**

**Job Description**

### Job Summary

The Director of Budget Operations directs the efficiency and effectiveness of the OBFP operations and upholds a commitment to customer service by engaging and responding to all stakeholders. This position provides leadership, oversight, and supervision in the areas of budget management, execution, analysis, training, and reporting. In addition, this position is directly responsible for the oversight and coordination of budgetary position control activities, management of position control systems in collaboration with HR, Academic Affairs, and Payroll. The position provides information and analytical support to university administrative decision makers in support of budget management, policy decisions, and resource allocations and works collaboratively with administrators and staff throughout the University, related Foundations and Virginia Department of Planning & Budget.

- **Master's degree in business administration, finance, higher education administration or related field. Or a bachelor's degree in business administration, finance, higher education administration or related field with equivalent work experience to a master's degree in**

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**business administration, finance, higher education administration or related field.**

- Comprehensive knowledge of the principles and practices of program budget planning, formulation, evaluation, and budget execution.
- Comprehensive knowledge of the principles of public administration and state government operations.
- Considerable knowledge of state budget and finance policies, procedures, and systems.
- Some knowledge of state accounting practices and generally accepted accounting principles.
- Demonstrated ability to plan, direct, coordinate and train others in budget management functions.
- Demonstrated ability to prepare comprehensive evaluations of budget requests and their justifications.
- Demonstrated ability to work effectively with management and staff.
- Ability to communicate well both orally and in writing. Ability to present plans and budgets effectively.
- Advanced expertise across a broad number of areas in data collection, statistical analysis, financial planning and the generation of reports and recommendations.
- Ability to synthesize and present complex data in a clear and easily understandable manner.
- Considerable previous budget or financial experience (such as budget or resource analysis, financial planning and forecasting, or fiscal administration) in an institution of higher education or in a large agency/business.
- Considerable experience in budgetary position control and management of position control systems.

**Contact Information**

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

**Contact**

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