

**Manager of Financial Planning, Budgeting & Analysis
Stevens Institute of Technology**

Direct Link: <https://www.AcademicKeys.com/r?job=229329>

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Posted Jan. 23, 2024, set to expire Jul. 12, 2024

Job Title Manager of Financial Planning, Budgeting & Analysis

Department

Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Jan. 23, 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://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Manager-of-Financial-Planning--Budgeting---Analysis_RQ27758

Apply By Email

Job Description

Job Description

Reporting to the Associate Director of FPB&A, the Manager of FPB&A is responsible for budget strategy, budget planning, providing reporting and analyses on financial activities, forecasting/projections, and providing operational support for the Workday Adaptive Planning system. The Manager of FPB&A will collaborate closely with colleagues across the institution to understand their business processes and reporting needs, define key performance metrics, interpret analytics results, and identify trends and develop narratives from the data. They will track operational data that measures these divisional activities, efficiency, and progress toward strategic objectives. Additionally,

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the Manager of FPB&A will also be responsible for developing original reports, dashboards, and other means of sharing data-driven insights with stakeholders across Stevens.

Position Summary:

- 1) Support the University's annual budget construction process and contribute to budget and long-range financial plan development and analysis in support of the University's mission.
- 2) Assist the CFO, AVP, and Associate Director in preparing for regular meetings of the Budget Advisory Committee and the Board of Trustees Finance Committee by developing ad-hoc analyses, reports, presentations, and data analytics to support the annual operating and capital budget processes, multi-year financial plan, in-year budget monitoring and forecasting, and other financial endeavors.
- 3) Provide guidance to divisional budget coordinators, University leadership, and other staff across campus to develop and implement the University's annual operating budget. Design and deliver end-user training on financial systems, processes, and policies.
- 4) Perform research on industry best practices and benchmarks to support the budget process and senior leadership decision-making.
- 5) Leverage technology to improve efficiency and effectiveness to enable fact-based, timely, and collaborative decisions that enhance the mission of Stevens and its respective departments.
- 6) Develop, assess, and continuously improve systems and processes to achieve greater efficiencies and improve internal controls.
- 7) Coordinate with University budget coordinators to preview monthly results vs. Budget/Forecast and lead associated financial analysis and reporting.
- 8) Directly supervise and develop 1-2 Analysts and/or Senior Analysts.
- 9) Lead the administration and operational support for the Workday Adaptive Planning system. Key responsibilities include:
 - Collaborate with the Workday Community and area user groups to research and resolve issues and to proactively remain informed about ERP changes, alerts, and enhancements.
 - Ensure all milestones and deliverables for assigned tasks are completed on time (e.g., monthly

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upload of data from the Kuali Financial System [KFS]).

- Build ERP reports, dashboards, and scorecards including proficient use of calculated fields, charts, and graphs.
- Research integration failures, perform root cause analyses, and report back to management.
- Perform ongoing reconciliations and audits of data to ensure data integrity.
- Communicate with cross-functional teams, with the ability to explain complex concepts, bring business insights, and drive process improvements.
- Make recommendations to mitigate and avoid future system problems.
- Serve as system administrator to set up security, add dimensions, and create HTML and Office Connect reports.
- Create and/or oversee creation of customized end-user training materials and job aids.
- Facilitate resolutions of issues /problems that can affect the completion of the budget/forecast.

10) Other duties determined necessary by the Associate Director, AVP, or CFO, in support of the overall responsibilities of the Office of FPB&A.

Required Education:

- Bachelor's degree in accounting, finance, or other relevant field.

Required Experience:

- 5-7 years of progressive financial/budget management experience.
- Highly collaborative working style with excellent consultative, problem-solving, communication, and customer service skills.
- Highly proficient at creating efficient and visually compelling financial models, budgets, and reports and enthusiastic approach to training others to do the same.
- Excellent analytical, research, and problem-solving skills with attention to detail and ability to manage competing deadlines.
- Strong organizational skills and ability to use them in a fast-paced, highly productive environment.
- A commitment to quality, innovation, and process improvement with an emphasis on collaborative teamwork and high customer service standards.
- Ability to plan and direct projects and to lead innovative, strategic initiatives.
- Experience with data analysis and data visualization suites, such as Power BI, Power Query or Tableau.

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- Advanced knowledge of MS Excel with the ability to:
- design complex spreadsheets and pivot tables utilizing advanced formulas (macros, v-lookups, index match, conditional formatting, named ranges, slicers, Power Query, etc.)
- construct interactive dashboards using a variety of visual elements and functions including charts, graphs, summary tables, linked shapes, filters, slicers, and customized buttons.
- Personal maturity and the ability to work with and maintain confidential information are essential.

Preferred Education:

- Master's Degree in Business, Finance, Accounting, or related area

Preferred Experience:

- 7-10 years of demonstrated success in previous relevant position(s)
- Experience in a college or university or other not-for-profit institution
- Certified Public Accountant (CPA) credential or other certification in financial or budgetary management
- Knowledge of RCM budget models
- Experience with Adaptive Planning software, Workday HCM, and/or Workday Financials

This is a predominantly remote position

Department

Budget Office

General Submission Guidelines:

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

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Academic Submission Guidelines:

Please submit:

- Cover letter
- Curriculum vitae
- Research statement
- Teaching statement that includes a) teaching interests, b) teaching philosophy, and c) a plan on how to create an inclusive environment for students of all backgrounds in terms of classroom teaching, student advising, and graduate student mentoring
- Contact info for at least 2-3 references (school-specific; please refer to job posting)

Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu.

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EEO Statement:

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff, and student body and strongly encourages applications from people of all backgrounds. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

NSF ADVANCE Institution Stevens values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with disabilities.

Jeanne Clery Disclosure:

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report which includes statistics mandated by the Clery Act. Click [here](#) for a copy of this report.

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Contact Information

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

Contact

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