

Job Description

Job Title:	Budget Officer
Department:	Office of the Dean, Faculty of Engineering
Reports To:	Executive Officer
Jobs Reporting:	1-3 Co-op students
Salary Grade:	USG 12
Effective Date:	September 2018

Primary Purpose

Reporting to the Executive Officer (EO), the Budget Officer is responsible for supporting the development, implementation and continuous improvement of the Engineering Budget Model (EBM), Engineering Budget Tool (EBT), and related databases, models, analyses, and reporting. The size of the annual operating budget in 2018/19 well exceeds \$120 million. Working closely with central administration and Faculty leadership, she/he manages the day-to-day operation of the Waterloo Budget Model (WBM) on behalf of the Faculty of Engineering (FOE), and connects the EBM with the WBM. The incumbent communicates the results of complex analyses and budget decisions to Academic and Administrative Units (17 in total) within the FOE. The Budget Officer proactively contributes to the EO's mandate of providing timely data, advice, analytical and planning support to senior leadership of the Faculty, and heads of Academic and Administrative Units, to inform policy development, strategic planning, decision-making and priority-setting.

Key Accountabilities

Management of Data Collection

- Collects, reviews and ensures the accuracy of budget related data from both historical records and future plans using a variety of data sources. The data sets include, but not limited to:
 - Information regarding tuition and government operating grants
 - Enrolment revenue (undergraduate and graduate)
 - Course enrolment data (QUEST)
 - Faculty and staff costs
 - ASU costs (including space data)
 - Research funds (e.g. tri-council funding) and related overheads (e.g. Research Support Fund)
 - Non-salary operating expenses
 - Planned capital construction and renovation projects
 - Scholarships
 - Endowment and related payout
 - Funds supporting strategic initiatives and special projects (e.g. Dean's Fund)
 - Deficits if applicable
- Develops and refines a data collection schedule, in support of the EBM
- Identifies and addresses data integrity or reliability issues and takes proactive actions to ensure data quality and consistency
- Ensures an understanding of the importance and impact of data by developing expertise and deep knowledge and Faculty processes, goals and expected outcomes

Data Analytics

- Designs, develops and maintains analytical models for multi-year revenue/expense projection

- Provides senior leadership with analyses appropriate for decision-making regarding resource allocation, budget and financial planning
- Builds and refines models to test the financial viability of new programs and initiatives
- Aligns the data sets with the requirements of the Waterloo Budget Model and the Engineering Budget Model
- Works with large and complex data sets to conduct data mining
- Works with the EO and the experts in the field to apply cutting edge techniques (e.g. deep machine learning) techniques to data, in order to verify assumptions or gain new insights
- Consolidates data at the unit level and/or the Faculty level, as required
- Compares budget with actuals (or actuals + projection), conduct analysis to unpack the gaps, and propose solutions
- Prepares tables, schedules, graphical representation, narratives and reports (e.g. trend/pattern analysis)

Budget Process Management and Communications

- Gathers, analyzes, interprets and disseminates highly complex information (17 units and more than \$120M annual operating budget, with growth anticipated) required for planning and decision-making
- Fosters positive, supportive and collaborative relationships with academic units, administrative offices and campus partners
- Prepares reports and presentations and undertakes special projects as directed by the EO
- Prepares and delivers presentations as required
- Attends relevant meetings and acts as a resource to committees as needed
- Prepares and updates memos or other forms of communications regarding Engineering's budget process
- Works closely with AOs and equivalent to prepare budget submissions and ensures that budgets at the unit level are completed and on-time
- Acts as the contact point for questions relating to the budget process (both EBM and WBM)
- Facilitates budget decision making at the Faculty level
- Develops standard operating procedures, and supports and delivers training

Operational Leadership of the Engineering Budget Model (EBM)

- Updates and maintains detailed budget plans (e.g. excel workbook with a dozen sub-sheets) for 8 Academic Units and 9 Administrative Units in support of Engineering's internal budgeting process
- Develops appropriate system/database to track and report on all budgetary commitments
- Tracks changes of each budget within Engineering
- Prepares consolidated budgets as required

Development and Maintenance of the Engineering Budget Tool (EBT)

- Supports the on-going development and implementation of the EBT
- Designs, develops and maintains analytical models for budget allocations and other financial analyses as required
- Updates/verify assumptions embedded in the EBT (one customized EBT per Academic/Administrative Unit)
- Acts as the contact point for senior leadership and administrative units on questions relating to the EBT
- Works closely with Engineering Computing to automate and continuously improve the EBT
- Develops standard operating procedure and supports training

Administrative Support to the EO

- Provides administrative support to the EO, including
 - Scheduling meetings

Job Description

- Taking meeting minutes
- Drafting or proof-reading documents
- Support for strategic initiatives

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- A Master's degree in Business, Statistics, Economics or Social Science Research (or another closely related discipline) or the Chartered Professional Accountant (CPA) designation required

Experience

- 5 years of progressively responsible experience in financial management, data management, interpretation and analysis, and resource planning required, preferably in a post-secondary environment
- Demonstrated experience working with large and complex data sets

Knowledge/Skills/Abilities

- Working knowledge of a variety of reporting and data visualization tools
- Excellent communication and diplomacy skills with the ability to converse articulately and diplomatically with senior leadership
- Demonstrated leadership skills with the ability to effectively coordinate and manage analytical initiatives and projects
- Demonstrated project management, planning, problem solving and analytical skills required
- Knowledge of Waterloo Budget Model or similar Responsibility Center Management (RCM) budget model required
- Knowledge of the government funding formula for the Ontario postsecondary sector an asset
- Advanced Excel skills required; In-depth knowledge of major databases preferred.
- Must possess intellectual acumen and strong interpersonal communication skills that will facilitate credibility and foster trust and strong working relationships with various stakeholders
- Proven relationship building, presentation and facilitation skills
- Ability to handle sensitive information with utmost confidentiality

Nature and Scope

- **Contacts:** Internal: An integral part of the EO's team, the Budget Officer will routinely work with the Executive Officer, Dean, Vice-Dean, Associate Deans, Chairs and Directors, Director of Planning, Faculty Financial Officer, Faculty Financial Analyst, Faculty Administrative Officer, and key individuals in the Dean of Engineering Office as well as administrative personnel in the Academic and Administrative Units. The Budget Officer will engage regularly with central offices including but not limited to Institutional Analysis & Planning, Provost's Office, Finance, Graduate Studies and Postdoctoral Affairs, Registrar's Office and Human Resources. External: counterparts in sister institutions
- **Level of Responsibility:** The Budget Officer supports the development, implementation and continuous improvement of the Engineering Budget Model, Engineering Budget Tool, and related databases, models, analyses, and reporting. The size of the operating budget is over \$120M per year (2018-19) with growth anticipated in strategic areas. The incumbent communicates the results of analyses and budget decisions to Academic and Administrative Units within the Faculty of

Job Description



Engineering, and supports the administration of the Waterloo Budget Model. Errors will have significant, negative impact to the reputation of the FOE's leadership.

- **Decision-Making Authority:** The Budget Officer is self-directed in executing the key accountabilities of the role. The role has a mix of defined, specialized, routine, and non-routine tasks and requires sound judgement, tact, and discretion in juggling and executing these responsibilities. The incumbent makes recommendations to the Executive Officer and senior leadership of the Faculty of Engineering regarding the execution of duties.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment. This position works independently and collaboratively and requires sound judgement, a strong work ethic and an ability to work under very challenging time constraints with competing priorities. Thoroughness, accuracy, attention to detail, initiative and professionalism are required.
- **Working Environment:** Minimal exposure to disagreeable conditions. May experience high volume of work and multiple and/or tight deadlines. May include travel.