



Director of Budget and Financial Planning

St. Francis College, Brooklyn (the “College”) is embarking on an ambitious plan to revitalize the College even as it remains true to its core mission: private, independent, co-educational, urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, social responsibility, and life-long learning. As a College rooted in a commitment to radical hospitality, to character formation, to inter-faith dialogue, to creating conditions so that students will learn the technical skills necessary to navigate a 21st Century workplace while never losing sight of the importance of ensuring that all students learn to cultivate their humanity, the College is expanding its offerings, its services and the ways it engages in and beyond its campus. In short, it is an exciting time to join the St. Francis College Community.

Job Summary: Reporting to the College’s Chief Financial Officer and passionate about the College and its mission, the Director of Budget and Financial Planning is an integral part of the College’s Financial Affairs team, responsible for resource planning and budgeting and for leading the College’s efforts to develop, refine and implement analytical models to support the financial decision making process. Develop the College’s operating budget and conduct comprehensive analysis and reviews of budget allocations. Analyze enrollment patterns and trends, long-term revenue and expenditure projections, and recommend fiscal implications. Lead regular communication and training campus-wide to develop the College’s budget management strategy and educate budget officers. Communicate effectively and with professionalism while working collaboratively to assess and align planning and budgeting activities.

Essential Duties & Responsibilities:

- Work closely with internal stakeholders and provide leadership in the development and implementation of the College’s annual operating budget. Prepare annual budget allocation correspondence College-wide to include an analysis of issues that impact each area. Respond to requests for budgetary information.
- Align the budget request process with the strategic planning process and provide expertise and assistance College-wide. Oversee all aspects of the preparation, communication, maintenance, analysis and oversight of the College’s annual operating budget. Make policy recommendations for budgetary changes as appropriate.
- Conduct analyses of the College’s budget allocations. Analyze drivers, trends, and make policy recommendations based on the analysis of the data.
- Develop projections and evaluate the impact resulting from budget variances. Develop, maintain, analyze, and present financial reports related to operating budgets, revenues and expenses.
- Develop, project and refine models to predict tuition and revenue accounting for the variable factors that will affect overall revenue. Analyze enrollment data and identify revenue and expense trends.
- Monitor actual tuition revenue against projections and provide necessary variance reporting. Model and communicate the impact to the College’s senior management team.
- Enhance the quality of financial analytics, including modeling the capacity to support financial planning and initiatives.

- Provide the College's senior management team and the Board of Trustees with forecasts of the College's financial performance; provide information about the financial decision-making process through analysis, financial projections and reporting.
- Analyze financial data and develop complex reports for financial forecasting and results.
- Develop and analyze fiscal data to determine and inform the financial consequences of changes in policy, programs, or activities affecting the College's finances.
- Develop and implement ad-hoc reports in response to inquiries as needed or requested; analyze findings into recommendations.
- Performs all other duties as assigned.

Required Qualifications:

- Bachelors' degree in Accounting, Finance, or a related field from an accredited college or university.
- Minimum of 5-years increasingly responsible experience in financial analysis, budget, forecasting, accounting, or related field.
- Comprehensive knowledge of budget modeling and forecasting techniques. Experience working with complex data sets.
- Experience in financial modeling, analysis and presentation; extensive Excel skills including financial modeling and pivot tables.
- Proficient and advanced with all Microsoft Office applications.
- Solid organizational skills, including the ability to work independently and as a member of a team, ability to attend to multiple projects simultaneously to meet deadlines.
- Strong interpersonal skills, including the ability to make presentations to senior leadership as well as work with College budget officers.
- Ability to present and explain complex concepts and financial models.
- Excellent interpersonal communication skills.
- Demonstrate a high degree of ethics, integrity, honesty and respect for confidential information.
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
- Ability to work evenings, weekends and some travel, as requested.

Preferred Qualifications:

- Advanced degree in Accounting or Finance.
- Minimum of 5-years of relevant experience with increasing levels of responsibility in a college or university setting.
- Experience with Ellucian Colleague and its Informer reporting tools.

About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership. The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our

location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by clicking [here](#).