

Prairie View A&M University Position Description

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

Employee Details

Employee First Name: Betty
 Employee Last Name: Ricks
 Employee UIN: 802001622

Position Title

Classification title: Director of Budgets & Reconciliations
 Title Code: 9976
 Job Category: Staff
 FLSA: Exempt
 Minimum Salary (Applicant View): 67,003
 Salary Range: 13
 Minimum Education Requirements: Bachelors Degree in Accounting

Minimum Experience, Knowledge, Skills & Abilities:

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

5 years of experience in budgeting.

Required Certification(s)/License(s) - List name and level of certification (s)/license(s):

Position Details

Date of Hire:

Job summary/basic function:

Proposed New Title:
Use only if '0000-Unclassified' was selected on previous page.

PIN #: 01951
If PIN # does not exist, please type in NEW.

Final Approved Salary:

Job Category: Staff

Pay rate:

College/Division or Department: **Business Affairs**

Location: **W.R. Banks Bldg., Room 110**

Primary Purpose of Position
 Briefly summarize the purpose of the position. (Limit summary to 1 to 2 sentences) **The primary duties of this position is to manage the day to day activities of the Budget and Reconciliations sections and provide support to VP for Business Affairs.**

Minimum Education Requirements: **Bachelor's Degree in Accounting & 5 years experience in budgeting.**

Area of Study:

Preferred Education Requirements:

Preferred Education Requirements:

Is continuing education/professional development required in a field directly related to the incumbent's job duties and responsibilities? **Yes**

If yes, please describe: **Best Practices, compliance, internal controls**

Minimum Experience, Knowledge, Skills & Abilities:
 Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Preferred Experience Requirements: **Governmental Accounting necessary, and State of Texas Higher Education experience a plus.**

Required Computer/Software Skills: **MS Office Suite**

Other Required Skills: **Strong interpersonal/supervisory skills. Knowledge of MS Office software, and working knowledge of FAMIS, BPP & USAS a plus.**

Verbal Skills: **Excellent**

Written Skills: **Excellent**

Computer Skills: **Excellent**

Required Certification(s)/License(s):
 (Please list name and level of certification(s)/license(s).)

Department: **Budgets & Reconciliations**

Creator: **Paula Sandles**

Creator's Phone/Extension: **936-261-2152**

Creator's PVAMU Email: **pgsandles@pvamu.edu**

Supervisor's Name: Mary Lee Hodge
 Supervisor's Title: Vice President for Business Affairs
 Supervisor's Phone/Extension: 936-261-2150
 Supervisor's PVAMU Email: mlhodge@pvamu.edu

Search Committee:

Search Committees are required for all positions of director level or higher, tenure and tenure track faculty positions.

Please list each member of the Search Committee, including the Search Chair. List each member's Professional Area/Department, Gender and Ethnicity.

Faculty Search Committees should consist of a minimum of 5 committee members.

Please list any questions you would like to ask all applicants who apply to this posting:

Minimum screening questions, etc.

Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position) Hodge, Mary Lee Sandles, Paula

Please list any other advertising sources you would like to use:

Department Comments:

Job Duties

Percent of Duty Total:100

6 Records

% of Time	Responsibility / Duty	Essential Function
45	Oversee the preparation of the budgetary process: Prepare yearly proposed budget calendar, distribute budget instructions and allocations to departmental units, review and/or oversee expenditure and revenue request to determine if properly prepared, requested item is justified, realistic and appropriated, submits collected data from departmental units to the VPBA for review and approval. Oversee budget data entered into the FAMIS Module.	Essential
20	Plan, oversee and manage the Budget and Reconciliation section to facilitate daily operations of departmental units with budget/reconciliation activities and preparations.	Essential
15	Oversee the preparation of the annual operating budget, biennial Legislative Request, CAFR, proportional funding report, and interagency activity for year end processes.	Essential
10	Manage state funds in accordance with University policy/State requirements; Setting up budgets at state level (USAS), proportional funding, and expenditure transfers; monitoring expenditures at state level to ensure that appropriations do not lapse.	Essential
5	Other duties as assigned to include authorized check signer and property inventory management (See VPBA Memo Fy07-11)	Non-Essential
5	Review and approve PAWS documents.	Essential

Working/Env Conditions

Working Conditions:	Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.
Briefly describe examples of the typical work environment:	Office environment
Typical Physical Demand:	Position requires light physical activity.
Describe the normal physically demanding activities of the position and the approximate amount of time spent during a working day performing these activities:	lifting of reports, walking
Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.):	8:00 a.m. to 5:00 p.m. Monday thru Friday
Describe any work schedule that the position requires for work outside of regular hours whether compensated for or not (i.e., night attendance at meetings, etc.). Include the frequency and total hours required. (All positions may require some evening and weekend hours.)	As necessary to meet objectives.
Do the duties described in this questionnaire generally require travel outside the area?	Yes
If yes, please explain the purpose and the frequency of the travel:	Meetings held by various State and System offices.
List the equipment typically required to operate and carry out the day-to-day duties of this position. Please indicate the amount of time spent during a working day using the equipment:	Computer - 6 Calculator - 1/2 Telephone- 2 Copier/Printer/Scanner- 1

Competencies & Relationships

Independent Judgment/Problem Solving:	Develops strategic direction, goals, plans and policies for an area of responsibility. Sets broad objectives and is accountable for overall results in respective area of responsibility. Authority to make independent decisions on matters of significance. Requires high degree of independent judgment and problem solving of complex problems.
Impact of Decisions: Inside Department:	Major
For this position, briefly describe examples of typical and key decisions that have impact within the department:	Management and operation of the Budget and Reconciliation offices
Impact of Decisions: Outside Department:	Major
For this position, briefly describe examples of typical and key decisions that have impact outside the	Changes in processes, implementation of new SAPS, rules,

department: regulations, policies

Impact of Decisions: Outside University Considerable

For this position, briefly describe examples of your typical and key decisions that have impact outside the University: Impact on outside customers

Leadership/Supervisory Responsibilities: what is the nature and degree of the direct supervisory responsibility in this position based on actual duties? Director of more than one department

[Click Here](#) for definitions.

List number of students that directly report to this position: 0

List number of employees that directly report to this position: 2

List number of students that indirectly report to this position: 2

List number of employees that indirectly report to this position: 4

If this position supervises others, check the activities listed that are a part of this position's supervisory responsibilities:

- Recruits, screens, and interviews candidates
- Conducts training of others
- Conducts performance appraisals
- Recommends salary actions
- Recommends termination of employees
- Recommends candidates for hire
- Assigns tasks or responsibilities to others
- Monitors work performance
- Administers disciplinary action
- Approves salary actions

Personal/Organizational Contacts: Regular contact with others, including students, general public, visitors and University personnel. Purpose of contacts is to explain, clarify or interpret information. May handle confidential information and some complex matters.

If contact with others is a routine function of this position, list and explain the contacts for this position both inside and outside PVAMU. Do not list contacts with supervisors, co-workers, and subordinates within the department. Other departments, other administrators, TAMUS,

List persons or organizations, purpose, frequency of contacts, and whether the contacts are internal or external to PVAMU.

Customer Service Relationships: Anticipates customer needs and regularly motivates or influences others to deliver customer service excellence. May troubleshoot and resolve highly sensitive/confidential issues. Identifies barriers to effective customer service and sets customer service standards. Establishes customer feedback system and holds self accountable for customer service excellence within the department.

Work Complexity: Tasks and responsibilities require integration of diverse functional areas and involve variables that are more abstract. Work is substantially complex and varied, and requires the interpretation of

technical and detailed guidelines, policies and procedures in combination.

For this position, describe the nature and variety of the most complex, yet typical, work process or responsibility:

To direct and manage the Budget and Reconciliation sections.

Does this position have responsibility for budget, revenues, and/or expenditures?

Yes

If yes, briefly describe the size of the budget, extent of the signature authority (amount approved in each account and number of accounts), and any involvement in the budget process.

1 million

SECURITY SENSITIVE POSITION DETERMINATION

All university positions are classified as security sensitive and are subject to background checks.

FLSA

FAIR LABOR STANDARDS ACT EXEMPTION

For this position, does the employee regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed?

Yes

Is the employee paid at least \$23,660 annually (\$455 weekly)?

Yes

If you answered Yes to both questions above, please (1) check the appropriate category on the right, AND (2) check all boxes applicable for the selected category below.

Executive (examples: chief executive officer, controller, vice president, director)

Executive:

Primary duty consists of managing the enterprise or a customarily recognized department or subdivision of the enterprise.

Administrative:

Primary duty consists of performing office or non-manual work directly related to the management or general business operations of the university or the university's customers.

Professional:

Creative Professional: Primary duty consists of the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor as opposed to routine mental, manual, mechanical or physical work.

Computer-Related:

Is paid at least \$23,660 annually (\$455 weekly) or \$27.63 per hour. (That is, this exemption does NOT have to meet the salary basis requirement to regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed if paid at least \$27.63 on an hourly basis.)

Outside Sales

The salary basis and salary requirements do

not apply for this category. That is, this category does not have the salary basis requirement to regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed, and this category does not have to be paid \$23,660 annually (\$455 weekly).

Highly Compensated Employees

Customarily and regularly performs at least one of the exempt duties or responsibilities of the Executive, Professional or Administrative category.

Start Up

No Records Found

Budget Information

Dates of Employment - From:	09/01/2006
Dates of Employment - To:	08/31/2007
Ad Loc. Acct. No.:	110300
Funding Acct. Number(s):	110240
Funding Acct. Title(s):	Budgets & Reconciliations
Employment Type:	Regular F/T
Project Number: (For grant funded positions only)	N/A
If Employment Type above is Grant-Funded, what is the duration in years of this position?	N/A
Number of hours worked per week:	40
Type of Position:	A&P
For new Faculty Positions, please indicate the one-time start-up costs to include recruitment, space, lab equipment, office equipment, etc.:	
For new Faculty Positions, please indicate recurring costs if any such as travel, journals, etc.:	
Percent Effort by Employee:	100

Budget Comments:
(For Budget/OSP Office Only)

Work Load

No Records Found

Approvals:

<i>Date</i>	<i>Employee Signature</i>
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**Human Resources
Department:**

<i>Date</i>	<i>Human Resources Representative</i>	<i>Title</i>
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