



Job Description

Position Title	Director of Budget & Financial Planning
Department	Administration and Finance
FLSA Status	Exempt

Founded in 1901, Brooklyn Law School is a vibrant intellectual community emphasizing teaching excellence with an innovative academic program designed to prepare our law students to practice law in many different sectors.

We strive to seek out and hire those individuals, both staff and faculty, who stand out in their field of excellence, wish to become part of the higher education community, and assist in providing the best support possible to our students.

Position Summary

Brooklyn Law School is seeking a seasoned Director of Budget & Financial Planning to join our Finance Team. Reporting directly to the Executive Vice President for Administration and Finance and Chief Business Officer, this position is responsible for developing Brooklyn Law's annual operating and capital budgets and multiyear financial plan, and for monitoring the School's operations and finances relative to those plans. This position will work with the Controller's office and finance team, the Human Resources, Facilities Management, Public Safety, and IT divisions, and other School leadership to integrate budgeting and financial planning into the day-to-day operations of the Law School.

The Director of Budget & Financial Planning will make an impact in many areas, with responsibilities and duties including, but not limited to:

- Develop and implement annual operating and capital budgets: This position is responsible for developing the annual operating and capital budgets for the School in consultation with the Dean, the Vice Dean, the Executive Vice President for Administration and Finance and Chief Business Officer, and other senior administrators. This position is also responsible for implementing those budgets and for providing guidance to decision-makers throughout the institution to keep operations and capital projects within budget guidelines;
- Develop budgeting methodology that aligns strategic priorities, resource allocations, and accounting standards;
- Develop a multiyear financial plan that integrates the School's academic, enrollment, philanthropic, and capital plans, and that reflects demographic and market trends;

- Produce year-to-date reporting of revenue and expenditure budgets and report on all significant sources of variance;
- Analyze institutional expenditures to identify any trends and to support academic and administrative planning;
- Conduct financial scenario analyses to support planning and decision-making relative to academic initiatives, enrollment plans, capital projects, and other institutional initiatives;
- Respond to internal and external requests for financial and budgetary information.

EXPERIENCE AND QUALIFICATIONS

Successful candidates must possess outstanding planning organizational and management skills, must be able to prioritize and successfully manage several projects while communicating with Senior Administrators, Department Heads, and, on occasion, the Dean(s) at the School. This person must thrive in a fast-paced environment and work efficiently with a varying amount of direction and must have the ability to handle multiple tasks simultaneously. This position will be responsible for developing a budgeting methodology that will impact all aspect of operations and planning at Brooklyn Law School.

Minimum Qualifications Required to Apply for the Position

- Must be analytical and have strong problem-solving abilities as well as acute attention to detail;
- Significant experience developing and managing budgets, preferably in a non-profit or higher-education setting;
- Ability to communicate financial concepts to individuals with both very low and extremely high levels of financial expertise;
- Excellent oral, writing, and communication skills;
- Experience working with databases, competency in Microsoft Word, Excel and Outlook;
- Knowledge & experience of Colleague Information Management System (Ellucian) is preferred;
- Knowledge of higher education administration or the equivalent;

BENEFITS

Brooklyn Law School has a competitive Total Rewards packages which includes Medical, Dental, Vision, Life & Disability Insurance, 403(b)Pension, Flexible Spending and Commuter benefits. We have a generous time off policy and promote a healthy work/life balance.

MINIMUM EDUCATION/EXPERIENCE REQUIRED:

- 4-year bachelor's degree from an accredited institution in finance, management, accounting, economics, or other quantitative field or discipline

- 5-6 years of experience in this field

HOW TO APPLY:

<https://www.brooklaw.edu/en/About-Us/Employment-Opportunities>

Email a cover letter and resume to the Law School to hr@brooklaw.edu

Please include the wording of Director of Budget and Financial Planning in the subject heading. No phone calls, please. Applications will be considered on a rolling basis and resumes received without cover letters will not be reviewed.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of Brooklyn Law School not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital status, genetic information, disability, veteran status, or any other legally protected status under federal, state, or local law. It is also the policy of Brooklyn Law School to take affirmative action to employ, and to advance in employment, all persons regardless of race, color, religion, sex, national origin, age, marital status, genetic information, disability, veteran status, sexual orientation, or any other legally protected status, and to base all employment decisions on legitimate job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, at all levels of employment.