



## Arkansas Department of Higher Education

423 Main Street, STE 400 • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Mike Beebe  
Governor

Shane Broadway  
Director

May 28, 2014

The Honorable Uvalde Lindsey, Chair  
The Honorable Andrea Lea, Chair  
Personnel Committee of the Arkansas Legislative Council  
State Capitol Building  
Little Rock, AR 72201

Dear Senator Lindsey and Representative Lea:

The University of Arkansas at Pine Bluff (UAPB) requests the establishment of one (1) full-time position from the Higher Education Central Pool authorized by Act 1397 of 2013. In accordance with the provisions of the Act, we are forwarding our recommendation to you for consideration.

We recommend that the following be established from the Higher Education Central Pool:

**Requested**

**Title:** Budget Director  
**LIM – FY14:** \$92,260  
**Number of Positions:** 1

**Recommendation**

**Title:** Director of Budget  
**LIM – FY14:** \$84,668  
**Number of Positions:** 1

The additional position is requested due to increased needs in the finance area to remain transparent and to strengthen their financial accountability. This position title is currently used at other institutions.

The Director of Budget will be responsible for oversight of the budget balancing process in the Finance and Human Resource systems. This individual will prepare quarterly documents and reports, balance revisions and transfers, balance inter-fund transfers and develop projections for future spending. In addition, the Director of Budget will maintain grant procedures and provide training in all phases of accounting for grant program budgeters. He/she will also develop benefit rates in consultation with the Human Resources Office.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Shane Broadway".

Shane Broadway  
Director



UNIVERSITY OF  
**ARKANSAS PINE BLUFF**

Office of the Chancellor

May 6, 2014

Mr. Shane Broadway  
Interim Director  
Arkansas Department of Higher Education  
114 E. Capitol Avenue  
Little Rock, AR 72201

Dear Mr. Broadway:

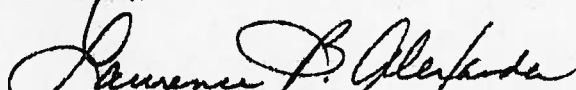
The University of Arkansas at Pine Bluff is continuing to evaluate and restructure programs. The recent Mrs. Pauline Thomas, Vice Chancellor for Finance and Administration, who recently retired acted as the Budget Director for UAPB. We are requesting a community pool position for a Budget Director to better serve the needs of the university, community and the state. It is essential the area of finance remain transparent and efficiently strengthens our financial accountability and to ensure that our fiduciary needs are met with expediency, transparency and accuracy.

It is evident the University is better served with a full-time position to communicate, interpret, and implement budgetary policies and procedures; prepare quarterly reports, balance revisions and transfers, balance inter-fund transfers, prepare quarterly report documents, and develop projections for future spending.

The minimum of a Bachelor's degree in Finance, Accounting or related field with work related experience will be required; a Master's is preferred.

This is a much needed position for the University of Arkansas at Pine Bluff and your approval of this continuation will be appreciated.

Sincerely,

  
Laurence B. Alexander  
Chancellor

Attachment

# Non-Classified Central Pool Justification Form



<b>Institution:</b>	<b>University of Arkansas at Pine Bluff</b>	<b>Date:</b>	<b>04/14/14</b>
<b>Requested Authorized Title:</b>	<b>Budget Director</b>	<b>LIM:</b>	<b>\$92,260</b>
<b>Working Title:</b>	<b>Budget Officer</b>	<b>Estimated Salary Range:</b>	<b>\$45,000-\$60,000</b>

<b>Board Approval Date</b>	
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**Justification**

Please provide a detailed justification including enrollment growth, new programs, etc.  
**Coordinates the development of, and monitors, the budget process and policy so as to provide accurate, timely, and useful financial history and projections to the Board and administrators for making financial decisions.**

**Educational Requirements**

What are the educational requirements to perform this job?  
 What are the unique skills needed to perform this job?  
 Is certification required?  
**Bachelor's degree in Accounting or other related field.**  
**Master's degree in Finance, Accounting or other related field preferred.**

- Five years of experience in public finance, including experience managing a financial department at a senior level.
- Three years or more of financial work experience in an institution of higher education.
- Demonstrated progressively responsible work experience in all facets of fiscal management including treasury, accounts payable, procurement, student receivables, general and grant accounting, and operating capital budgets.
- CPA Certification is a plus.

# Non-Classified Central Pool Justification Form



## Duties

Please list in order of priority and include supervisory responsibilities if applicable.

The following duties and responsibilities are typical but not limited to the following:

- Develop and prepare the annual budget. Develop budget assumptions; meet with Administrators to develop budget strategies and assumptions; work with the Administrators in budget analysis; obtain, analyze, and review cost estimates; analyze personnel budget; prepare tentative and adopted budget documents; maintain documentation on the budget approval process and revisions.
- Develop and establish the budget calendar.
- Develop, recommend, communicate, interpret, and implement budgetary policies and procedures.
- Develop benefit rates in consultation with the Human Resources Office.
- Oversee the budget balancing process in the Finance and Human Resource systems; reconcile the budget with Federal, State, and local agency reports.
- Create a variety of reports/analyses for meetings, including developing budget scenarios, analyzing trends, and suggesting solutions.
- Prepare quarterly reports, balance revisions and transfers, balance inter-fund transfers, prepare quarterly report documents, and develop projections for future spending.
- Maintain grant procedures and provide training in all phases of accounting for grant program budgeters.
- Assist grant writers in the budget development and grant submission process.
- Perform other related duties as assigned.

## Additional Information

Example: Will this be a new hire?

Example: Is this job currently being done? If so please explain.

Example: Who will this position report to?

Yes this will be a new hire. The position was previously carried out by the Vice Chancellor for Finance and Administration. This position will report to the Interim Vice Chancellor for Finance and Administration

## Decision (for official use only)

Approved

Rejected

Approved with modifications

Deferred

# Non-Classified Central Pool Justification Form



<b>Decision (for official use only)</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<b>Justifications</b>	

<b>Signatures (for official use only)</b>			
<b>Institutional Finance</b>		<b>Date:</b>	
<b>ADHE Director</b>		<b>Date:</b>	