ROLES AND RESPONSIBILITIES
Financial and Budgetary Roles & Responsibilities

Executive Dean
The Executive Dean provides academic planning and fiscal and budgetary leadership of their Division.

- Establishes the Division’s financial priorities, strategic goals and plans, in alignment with the Division’s academic and overall priorities.
- Approves the development and execution of Division’s multi-year and annual budget plans.
- Reviews and submits the Division’s consolidated budget to the EVCP, presents the budget proposal at the annual budget hearing, and serves as an advocate for its needs and priorities.
- Determines how campus support will be allocated within the Division to promote the goals and priorities. Makes appropriate budgetary trade-offs.
- Communicates the Division’s financial goals, priorities, and approved budget plan to the leadership team, faculty, and staff.
- Engages in campus financial planning and initiatives.
- Reviews periodically (e.g., monthly or quarterly) the Division’s financial status to address issues and foster informed and effective decision-making.

Dean
The Dean provides academic planning and fiscal and budgetary leadership of their Division.

- Works with Department Chairs to establish the Division’s financial priorities, strategic goals and plans, in alignment with the academic priorities of their divisions.
- Oversees the development and execution of the Division's multi-year and annual budget plans.
- Reviews and submits the Division’s consolidated budget to the EVCP, presents the budget proposal at the annual budget hearing, and serves as an advocate for its needs and priorities.
- Determines how campus support will be allocated across the departments within the Division to promote the divisional priorities. Makes appropriate budgetary trade-offs.
- Communicates the Division's financial goals, priorities and approved budget plan to the divisional community.
- Engages in campus financial planning and initiatives.
- Reviews periodically (e.g., monthly or quarterly) the Division’s financial status to address issues and foster informed and effective decision-making.
Financial and Budgetary Roles & Responsibilities

**Vice Chancellor**
The Vice Chancellor (VC) provides fiscal and budgetary oversight of their Division.

- Sets strategic priorities and resource plan within context of broader campus goals
- Oversees the development and execution of an annual budget plan for Division
- Determines how campus support will be allocated across the departments within Division to promote the priorities of the Division
- Reviews and approves department annual budgets and the Division’s consolidated operating budget prior to submission to the Chancellor, EVCP, and VCAF
- Presents Division’s budget proposal at the annual budget hearing, and serves as an advocate for the Division’s needs and priorities
- Communicates to all departments within Division regarding the annual budget plan, goals, and priorities

**Assistant Dean**
The Assistant Dean of Administration and Finance develops implementation and communication strategies to achieve the Division’s goals, advises the Dean on key budgetary decisions, serves as an advocate for the Division’s needs and priorities, and ensures efficient operation of the immediate and business offices.

- Oversees the development and implementation of the Division’s budget process that meets local goals and requirements as well as those of the overall campus budget process.
- Advises the CFO on developing the Division’s multi-year and annual budget plans.
- Provides guidance to the leadership on key budgetary decisions, e.g., allocating campus support, aligning resources, making budgetary trade-offs to meet Division’s strategic priorities.
- Reviews the budget proposals for submission to the EVCP, helps the Dean to prepare for the annual budget hearing. Advocates the Division’s needs and priorities.
- Engages in campus financial planning and initiatives. Works with the campus to review the Division’s financial status and maintain the budget process.
- Reviews periodically (e.g., monthly or quarterly) the Division’s financial status to address issues and foster informed and effective decision-making.
Financial and Budgetary Roles & Responsibilities

Divisional Financial Leader (CAO, CFO or other title as appropriate)
The Chief Financial Officer develops and implements the budget process, advises the leadership on key budgetary decisions, and serves as an advocate for the needs and priorities.

- Develops and implements the Division’s budget process and ensures it meets Division’s and campus goals. Communicates key topics of opportunity or concern for the budget process to the leadership.
- Oversees the development and execution of the Division’s multi-year and annual budget plans. Supports the budget submission to the EVCP and preparation for the annual budget hearing. Advocates the Division’s needs and priorities.
- Advises the leadership on key budgetary decisions, e.g., allocating campus support, aligning resources, making budgetary trade-offs to meet Division’s strategic priorities.
- Engages in campus financial planning and initiatives. Works with the campus to review the Division’s financial status and maintain the budget process.
- Reviews periodically (e.g., monthly or quarterly) the Division’s financial status to address issues and foster informed and effective decision-making.
- Establishes a process for on-going monitoring for budget-to-actuals and meaningful financial management reporting within the Division.
- Oversees the collaboration among divisions to maximize the use of resources and control expenses.
- Establishes internal financial control (e.g., SAS115) and ensures financial procedures are within compliance.

Department Chair
The Department Chair provides fiscal and budgetary oversight of the Departments in their control.

- Oversees the development and execution of multi-year and annual budget plans for the department.
- Reviews and approves the departmental budgets prior to submission to the Dean.
- Represents the needs and issues for the department in their control. Aligns the departmental goals and priorities with the Division’s goals and priorities. Executes the appropriate budgetary trade-offs within the department.
- Administers the budget, allocating funds to promote divisional and departmental priorities.
- Ensures full participation of the department in the Division’s budget process.
- Reviews periodically (e.g., monthly or quarterly) the departmental financial status to address issues and foster informed and effective decision-making.
Financial and Budgetary Roles & Responsibilities

**Budget Officer**
The Budget Officer is responsible for maintaining divisional financial planning and analysis activities to meet campus requirements and support divisional operations.

- Advises Dean on key budgetary decisions including aligning resources with strategy; supports effective decision-making.
- Executes the Division’s budget process within the Division that meets local goals and requirements as well as those of the overall campus budget process.
- Serves as primary point of communication regarding the budget process and other fiscal matters to administrators within the Division.
- Implements the Division’s process for on-going monitoring for budget-to-actuals and meaningful financial management reporting within the Division.
- Prepares a consolidated divisional budget and narrative submission for review within the Division before submission to the EVCP. Supports the Dean in preparing for the budget hearing.
- Serves as the Division’s planner for the Cal Planning system and provides financial training within the Division.
- Collaborates with each Department to understand their business and operations and maximize the use of resources and control expenses.
- Executes internal financial control (e.g., SAS115) and ensures financial procedures are within compliance.

**Department Manager/Director**
Department Managers/Directors are responsible for the effective management and leadership of their departments including the fiscal and budgetary issues related to their Department(s).

- Works with Budget Officer to develop multi-year and annual budget plans for submission to the Chair / Dean.
- Advises the Chair on budgetary decisions to align resources and support the Department’s, Division’s goals and priorities.
-Administers the budget to promote the established goals and priorities and maximizes the use of resources and controls expenses.
- Ensures full participation of the department in the Division’s budget process.
- Monitors financial activities and follows up on variances and issues as appropriate. Communicates concerns and opportunities to the Chair.
- Executes internal financial control (e.g., SAS115) and ensures financial procedures are within compliance.
Financial and Budgetary Roles & Responsibilities

Financial Analyst
The Financial Analyst supports CFO and Budget Officer with financial planning and analysis activities to meet the goals and requirements of the Division and campus as well as support divisional operations.

- Supports the Assistant Dean, CFO, and Budget Officers in developing and implementing the Division’s budget process and ensuring the process meets the goals and requirements of the Division and campus.
- Collaborates with divisions to maximize the use of resources and control expenses and communicates concerns and opportunities.
- Conducts periodical (e.g., monthly or quarterly) financial reporting and analysis to review the financial status of a division or department to address issues and foster informed and effective decision-making.
- Performs on-going monitoring of department budget-to-actuals and follows up on variances and issues as appropriate.
- Serves as the Division’s planner for the Cal Planning system and provides financial training within the Division.
- Supports the internal financial control (e.g., SAS115) and ensures financial procedures are within compliance.