



Where
thought
leads.

Budget Director

Wofford College is a place where thought leads, where ideas are celebrated and problem solving is expected. Wofford invites applicants who are focused on student success and excited to join a community committed to preparing thought leaders.

Wofford College, established in 1854, is a four-year, residential liberal arts college located in Spartanburg, South Carolina. It offers 27 major fields of study to a student body of 1,875 undergraduates. Nationally known for the strength of its academic program, outstanding faculty, experiential learning opportunities and successful and supportive graduates, Wofford is recognized consistently as a “best value” and for its commitment to student success and accessibility for low- and middle-income students. The college community has 12 sororities and fraternities as well as 20 NCAA Division I athletics teams.

Wofford College invites applications for a **Budget Director**. Reporting to and working with the Associate Vice President of Finance, the Budget Director develops and manages the college’s operating budget process. The Budget Director maintains and frequently updates the budget model, is responsible for researching and analyzing budget anomalies, and produces reports for officers and college board members as needed. The Budget Director is expected to promote and foster a sense of ownership and compliance with budget guidelines across the institution.

This is a full-time, exempt position located in the Business Office. Contingent upon events, activities or other issues that arise, occasional evening and weekend hours are expected. The normal work schedule is 8:30 a.m.-5 p.m., Monday through Friday. The total hours of work expected is 37.5 hours per week.

RESPONSIBILITIES

40% – Tracks budget to actual reporting throughout the year, monitoring variances and liaising with budget managers to promote budget compliance.

20% – Updates budget software regularly and frequently throughout the year.

15% – Directs, schedules and implements the new year’s budget management process.

10% – Prepares monthly profit and loss reports for operations committee.

10% – Manages requests for budget amendments.

5% – Assists with the development of the college’s long-range financial model.

Other duties

The Budget Director is expected to perform other duties as assigned and make a positive contribution to the life of Wofford College through their participation in collegewide initiatives, committees and events. The Budget Director also assists co-workers and supervisors with other tasks and duties as assigned.

QUALIFICATIONS

The candidate must at minimum have a college degree in accounting or a related field and four to seven years of experience or an equivalent combination of experience and training.

APPLICATION PROCESS

Application materials should be submitted electronically in a single email to BudgetDirector@wofford.edu. Application materials should include: (1) a cover letter, (2) resume and (3) contact information for three references.

EEO STATEMENT

Wofford College values diversity within our students, faculty and staff and strives to recruit, develop and retain the most talented people. Wofford College does not discriminate in employment on the basis of race, color, creed, religion, sex, sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status or any other legally protected status in accordance with applicable federal, state and local laws. For information about Wofford's Title IX compliance, visit wofford.edu/administration/title-ix.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require any accommodations to participate in any part of the hiring process, please contact HumanResources@Wofford.edu.