

Job Description

Job Title	Assistant to the President for Budgetary Management
Reports to	Executive Assistant to the President
Dept./Office	Office of the President

Drafted as of: July 18, 2022

Summary – The Office of the President

The Office of the President serves the Board of Managers as the principal administrative office for the University, with particular concern for educational and physical planning, policy recommendations, budget development and control, program coordination, governmental affairs and for providing general leadership for the University in achieving its objectives.

Work Performed

- Budgetary management service across all budget units, which include supporting planning and execution of annual budgets by individual budget units and the entire institution
- Analysis of budget spending to produce monthly, quarterly, and yearly budget reports
- Clerical work of the office
- Other duties assigned as part of new strategic initiatives

Qualifications

- Minimum Qualifications
 - Knowledge of MS Excel (specifically, advanced formulas, pivot tables and charts)
 - Familiarity with forecasting methods and data analysis
 - Ability to explain budgeting and financial information in plain terms
 - Bachelor's degree in Accounting, Finance, or related field
 - Fluency in English and Korean languages

Personal Attributes

The Office of the President is looking for a team member who possesses the following attributes:

- Problem-solving and analytical skills that enable production of convincing reports on findings
- Professional soft skills that enable effective and efficient exchange of ideas with senior administrators, supervisors, and co-workers
- Capability to deal with time-sensitive tasks under pressure while delivering targeted results
- Strong and reliable work ethic