

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 5:25:54 PM
Official Title:	Budget Analyst Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 5
Scheduled Hours	
Job Code:	323800
Job Family:	Finance & Accounting

JOB SUMMARY

The Budget Analyst serves as the primary liaison for colleges, divisions, or departments by providing budget reports, analysis and guidance to institutional administrators at all levels.

NATURE OF WORK

This position functions as the lower of two levels of Budget Analyst. The Budget Analyst is an entry-level professional position responsible for performing budget review and analysis functions, to include overseeing daily budgetary operation, control of funding rate and positions for an institution. Job responsibilities require a thorough working knowledge of institutional budgets. Additional responsibilities include creating and running queries on data, preparing expenditures transfers and providing budget consultation to department/college administrators. Work is performed under limited supervision, working within established guidelines and objectives. Problems faced in this position address non-routine questions and situations, often requiring investigation and/or research of precedents. Decisions have significant, broad implications for the management and operations of a division/entire institution as well as contribute to decisions on the overall strategy and direction of the entire institution.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Analyzes financial data and extracts and defines relevant information; interprets data for the purpose of determining past performance and/or to project a financial probability.

Prepares the annual operating budget, salary category detail files, waiver analysis, enrollment analysis, budget comparisons, revenue projections and cash reconciliation.

Analyzes budget patterns, projects expenditures, and prepares approved budget.

Monitors, identifies, and communicates over-expenditures to faculty and administrative staff.

Prepares transfers to ensure that matching dollars are made available in order for the Financial Services staff to make appropriate draw downs of federal dollars; monitors all budget transfer activity through the year to ensure compliance.

Uses various software applications, such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate and/or format data and/or reports.

Develops queries to provide information on budget transfers, budget balances, missing fields, and position budget data. Analyzes budget reports for anomalies, inconsistencies and trends.

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or
Bachelor's degree	Accounting, Finance, or Business Administration or a field	X		

	directly related to the positions responsibilities			
Additional Experience				
Check here if experience may substitute for some of the above education and describe how.				
X				
Work Experience				
Experience	Experience Details	Req	Pref	
1 year +	Directly related work experience	X		