

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 5:26:07 PM
Official Title:	Budget Analyst Senior Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 6
Scheduled Hours	
Job Code:	323607
Job Family:	Finance & Accounting

JOB SUMMARY

The Budget Analyst Senior 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 highest of two levels of Budget Analyst. The Budget Analyst Senior is responsible for performing professional budget review and analysis functions, to include coordinating and 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 general direction through the use of specialized tools, job experience, and established objectives. Problems faced in this position are varied, often complex, and occasionally ill-defined, requiring analysis and interpretation of the situation. 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 complex financial data and extracts and defines relevant information; interprets data for the purpose of determining past financial performance and/or to project a financial probability.

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

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

Compiles working papers and approved budgets; ensures that expenditures for budgets, grants, and contracts are monitored and that reports are prepared to maintain balanced accounts.

Develops moderately complex financial reports for forecasting, trending, and results analysis.

Confers with appropriate internal and external administrative offices to ensure that required procedures are followed. Provides instruction and answers questions relating to budget procedures and serves as liaison between the office and other unit/department areas.

Researches, tests, trains and conducts maintenance for the different budget related database systems.

Performs other job related duties as assigned.

Additional Responsibilities

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

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Bachelor's degree	Accounting, Finance, or Business Administration or a field directly related to the positions responsibilities	X		
Additional Experience				
Check here if experience may substitute for some of the above education and describe how.				
X				
Work Experience				
<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
3 year +	Directly related work experience	X		