

BUDGET ANALYST II

JOB SUMMARY: Under the general direction of the Director and/or Assistant Director is responsible for assisting in the preparation of the University's annual budget document; for establishing proper budget controls and for maintaining, generating and analyzing financial data for decision-making and planning by key University Administrators

GUIDELINES: Incumbents in this position are responsible for day-to-day financial support for major University areas. They are expected to understand financial changes within the areas designated and keep management informed of issues that may create a potential for substantial impact on the University budget or financial process.

1. Serves as a liaison between the budget office and unit areas. For Units assigned, provides guidance and oversight of departmental financial management activities. Ensures that financial managers have access to financial information that is accurate, complete, consistent, relevant, timely and comprehensible. Assists in understanding the budget process. Answers inquiries concerning revisions to existing or new financial/budget developments and recommends modifications as necessary. Assists financial managers and decision makers in planning and evaluation; identifies opportunities for reducing costs and improving performance.
2. Has knowledge of and works closely on a routine basis with the University areas assigned. Evaluates the effectiveness and compliance with accounting standards and procedures and internal controls, and recommends appropriate revisions to processes/procedures. Reviews and approves budget submissions. Ensures that funds are budgeted for revenues and expenditures in compliance with appropriate State, University and NACUBO guidelines.
3. Writes and designs computer programs for budgetary purposes using various programming languages and query tools. Analyzes, reviews, rewrites and maintains programs to increase efficiency and reporting of budget and personnel services data. Assists in analyzing data and producing reports.
4. Provides formal and informal budget/financial management/systems training to University units assigned.
5. Understands and applies a working knowledge of applicable laws and regulations. Operates in compliance with relevant University, State and/or agency regulations and restrictions.
6. Identifies budget issues, researches, evaluates, and provides alternative solutions on issues affecting financial management activities. Develops proposals for solutions of difficult financial management problems. Identifies the need for and recommends modifications and/or improvements to current budget/accounting issues. Develops methods to implement approved processes and procedures, as necessary.
7. Prepares appropriate analyses, reports, or comments on financial management issues and provides them to appropriate decision makers. Provides support for University-wide efforts to improve financial management systems (manual and electronic) and participates in developing related policies, goals, and/or objectives as appropriate.
8. Confers with appropriate internal administrative offices to ensure that required policies and procedures are being followed. Keeps current on new and revised internal University processes and procedures and is able to devise methodologies for efficient implementation.
9. Performs related duties as required.

Minimum Qualifications:

1. Bachelor's degree in accounting or related field, or equivalent experience and training
2. Three to four years experience in budgeting, accounting or related area.
3. Strong budget and accounting analytical skills
4. Ability to solve complex budgeting and accounting problems
5. Knowledge of fund accounting and budget principles
6. Good communication skills

Preferred Qualifications:

1. Strong computer programming skills including the ability to design and write computer programs for budgetary purposes. FOCUS programming background desirable and/or experience with Financial/Payroll/Personnel systems.
2. Ability to work independently exercising sound judgment in resolving issues; excellent communication and interpersonal skills