Title: Budget Analyst

Department: Chief Financial Officer        Reports to title: Director of Financial Planning/Assistant Treasurer

Full Time: x Part Time: ________ Date Prepared: 7/8/19

Job Group & Level: PT3    Regular Daily Work Schedule: _______ to _______

Pay Type: Weekly______ Monthly______ x Months Per Year: 12____ Hours Per Week: 40___

(Summer Months) Months Per Year:_______ Hours Per Week:_______

1. Summary of Position:

Under the supervision of the Director of Financial Planning and in collaboration with the Senior Budget & Treasury Analyst, the Budget Analyst executes essential processes, including the annual operating and capital budget processes, salary and fringe benefit budgets, and aspects of the month-end and year-end closes. In addition, the Budget Analyst serves as the budget office’s first point of contact for campus partners.

Takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

This is a 3 year term appointment with possibility of renewal.

2. Principal Duties and Responsibilities:

Financial Analysis (60%)

- Research, analyze, and investigate budget issues
- Assist in the monthly and quarterly year-to-date reviews and year-end projections
- Advise and assist with resolving budget variances by recommending appropriate course of action
- Assist in developing and monitoring the fringe benefits budget and the staff salary budget

Annual Operating & Capital Budget Processes (35%)

- Assist with the development of the schedule and materials for preparation of the budget
- Advise and assist department heads in preparing budget requests, review budget submissions for accuracy and clarity, adjust budget materials to reflect decision making
- Load, reconcile, and communicate the approved budgets

Performs other duties/ functions as requested. (5%)

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

---

3. **Internal-External Interaction/Communication:**

Frequent communication and interaction with multiple levels across the campus.

---

4. **Education:** (include certifications and licenses)

Required: Bachelor’s Degree

Preferred: Bachelor’s Degree in Accounting, Finance, or related discipline

---

5. **Experience:** (List specific skills necessary to perform this job)

Required:
- 1 - 3 years of related experience
- Financial and accounting acumen
- Strong problem solving, time management, organizational, and attention to detail skills
- Strong verbal and written communication, and interpersonal skills
- Proficient in Microsoft Office products particularly Excel
- Commitment to or experience working with a diverse community

Preferred:

---

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

Repetitive motions including hands, wrists and fingers; lift, carry, push and pull up to 10 pounds; visual – normal concentration.

---

7. **Decision Making:**

The Budget Analyst identifies key barriers/core problems and applies problem solving skills in order to deal creatively with complex situations. Makes decisions under conditions of uncertainty, sometimes with incomplete information. Solves moderately complex problems for the department, using assessment tools and proven techniques.
8. **Supervision Exercised/Received:**

Reports to the Director of Financial Planning, and receives training and direction from the Senior Budget & Treasury Analyst.

Minimal supervision received from the supervisor.

<table>
<thead>
<tr>
<th>Supervisory Responsibility:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>______</td>
<td>______x</td>
</tr>
</tbody>
</table>

Number of Employees Supervised: _0_