Job Title: Budget Analyst

JOB SUMMARY

The Budget Analyst is responsible for the preparation of annual and/or operating budgets, budget revisions and support schedules and documents to include the analysis, interpretation and development of budgetary data for assigned functions.

MAJOR DUTIES

Prepares annual operating budgets and supporting schedules for assigned program areas in accordance with appropriations and departmental instructions;
Performs expenditure analysis and personnel service analysis;
Analyzes financial statistics and other accounting data to identify trends impacting the fiscal position of the campus;
Develops budget revisions and supporting schedules and documents to the annual operating budget;
Assists program managers with completion of budget requests, provides technical assistance on financial matters;
Requests organizational codes, fund source codes and project codes for additional or new programs;
Supervises assigned personnel;
Cross-trains to learn other job duties and responsibilities.

COMPETENCIES

Knowledge of Accounting and Chart of Accounts
Knowledge of budget development and legislative processes
Knowledge of expenditure trends, program purposes and results
Knowledge of financial systems, classes, fund sources, accounts and spending flexibility parameters
Skill in the use of computers and job related software programs
Skill in oral and written communication
Decision making and problem solving skills

MINIMUM QUALIFICATIONS

Bachelor’s degree in a related field from an accredited college or university *and* Three (3) years of work related experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.