



Office of Human Resources

JOB DESCRIPTION

POSITION: Budget Specialist I, Financial Analysis

REPORTS TO: Business Manager

GRADE: BOE 10

WORK SCHEDULE: Non Standard; 35 hours per week

JOB SUMMARY:

As directed, assist in the following:

Forecast, research and trend analysis; financial modeling; ERP query management; report writing related to budget preparation and submission; tracking expenditures and/or revenues; performing post-audit and other reviews of actual expenditures and/or revenues; general support to the Business Office and its direct reports.

ESSENTIAL DUTIES & RESPONSIBILITIES:

As directed:

Consolidate and summarize budget recommendations for each budget cycle as required at the college/department/unit/program level.

Prepare creative and complex Power Point presentations and other reports using spreadsheet software, particularly Excel. Assist with compiling and maintaining data to support these efforts.

Populate the banner spreadsheet budgeting system as needed.

Manage day-to-day activities as related to specific budget areas such as utilities, dues and memberships, telecommunications including gathering data, entering and monitoring purchase orders. Responsible for the maintenance of excel spreadsheets including projection activities.

Serve as liaison and resource to college departments and administrators regarding financial data and proper budget procedures and practices. Resolve related problems.

Prepare program cost analysis, with recommendations to management for final decision making.

Participate in multiple, special, and confidential projects as assigned by the Business Manager.

Represent the Business Office on college committees as needed.

Knight Campus

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Research, analyze, and prepare *ad hoc* analyses/reports. Provide short and long term forecasting, identifying areas of concern and recommending actions to alleviate potential adverse issues. Provide recommendations to management for final decision making.

Research, compile, maintain, and review annual reports for the Business Manager.

Assist in the development of Banner queries, including data gathering and processing, and respond to *ad hoc* requests from management.

Assist with a variety of technical tasks, for example, participate in computer system upgrades and associated testing, and engage in the continuing review, definition, and analysis of functional needs, requirements, and business rules and processes associated with the Business Office which might result in the need for system enhancements or modifications.

Provide confidential administrative services for all staff of the Business Office, including the following: arrange and schedule meetings; type reports, correspondence, and related materials; make travel arrangements; draft and respond to routine correspondence.

Answer phones, greet visitors, and disseminate information to a diverse constituency. Exhibiting a high degree of tact and sensitivity, deal directly with public, students, faculty, staff, and officials (both within and outside the college) on behalf of the Business Manager and staff.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required, including the duties of other staff positions in the office.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; MFD's, database management and spreadsheet software; calculators. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required:

Bachelor's Degree with major/focus in finance, economics, mathematics, statistics, or business administration.

At least three years of experience in a complex professional financial support position with responsibilities for budgets, and which includes experience with business analytics, demonstrable excellence in Microsoft Word, Excel and PowerPoint.

Demonstrated strong mathematical skills in a multiple priority environment.

Demonstrated ability to coordinate complex management tasks, to work independently, and to balance multiple priorities.

Ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others.

Experience with Banner or similar Oracle-based human resource and financial software.

Excellent interpersonal and written and verbal communication skills.

Work independently to organize, coordinate and support Business Office functions.

Preferred:

At least three years of experience in the capacity of financial administrative support in a higher education or similar non-profit institution.

Demonstrated knowledge of budgetary process and analysis.

Demonstrated experience developing and implementing administrative policies and procedures.

Experience with writing reports from an enterprise management system using tools such as Argos or Cognos.

One to two years of demonstrated successful experience in a financial setting that include concrete work experience such as tracking and analyzing budget trends, applicable use of Excel functionality such as pivot tables and v-look-ups.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.