Budget Analyst

Job Code 00001330

General Description
Responsible for providing analytical support to the budget director and the VPFSS regarding budgetary actions, account funding levels, and salary information.

Examples of Duties
Audit RBCs and overtime forms for fund availability and policy compliance.
Conduct IBC/RBC and Electronic Budget Development (EBD) training.
Prepare UB/estimated income report.
Prepare quarterly report of status changes submitted to the BOR.
Utilize budget development programs to submit final budget for approval.
Prepare administrative RBCs to correct errors.
Council account managers and assistants on actions to develop and maintain accurate budget records.
Assist in preparation of the budget by preparing spreadsheets and other documentation.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University rules and regulations, automated information systems and different budget programs; basic audit procedures; budget programs and budget development.

Skill in: Preparing memos and reports; communicating with other employees; assisting employees with completing RBC, preparing annual budgets, locating sources of funds; explaining RBC, budget problems, and software basics.

Ability to: Audit RBCs and overtime forms; read and interpret RBCs, department budgets, and procedure manuals; help users understand processes and software applications; perform intermediate math; conduct presentations, workshops, and training events.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements