Administrative Budget Specialist

Job Code 50009480

General Description
Responsible for budget support and coordination of financial related matters for the Information Technology Division Office.

Examples of Duties
Prepare and approve Personnel Change Requests
Track budget reallocations, salary savings and funding commitments.
Analyze salary and operating budgets and approve budget transactions.
Monitor budget balances.
Prepare various reports and budget analyses.
Create procurement documents.
Records transactions and reconcile daily, weekly, and monthly ledger reports.
Review and recommend execution of contracts.
Prepare budget transfers.
Assist in the budget development process.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: institution and division policies and procedures, rules and regulations; accounting and budgeting principles.
Skill in: working as a team member; interact courteously with others; attention to detail;
Ability to: use a computer and related software: to compose and prepare letters, reports, etc; to perform basic math; to read, understand technical materials, policies and instructions; to prioritize workload; to communicate effectively; problem solving ability.

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

Revised 09/18/2012