

Academic Budget Specialist

Job Code 00007287

General Description

Responsible for coordinating all budget related matters by verifying compliance for funding sources, personnel budget changes and appointments.

Examples of Duties

Audit PCRs for job title, pay rate, pay type, budget class and fund source.
Check for compliance with policy on all graduate student hires.
Confirm I-9 forms are fully completed and verify identity and eligibility documents on new employees.
Prepare and/or approve PCRs in compliance with established policy and procedures within VPAA Division.
Monitor budget balances.
Assist faculty grant managers with all day to day budget related matters.
Prepare budget transfers.
Analyze salary budgets and budget transactions for the Academic Affairs division.
Track resignations/retirements and ensure departments maintain accurate positions.
Audit budget requests for division and assist in annual budget preparation.
Confirm faculty salary review forms for correctness and compliance with policy.
Prepare and maintain longevity tracking form to ensure accurate longevity increases for faculty.
Analyze and approve faculty workload adjustments.
Calculate faculty salaries, overloads, and funding sources.
Record all transactions and reconcile monthly ledger reports.
Track budget reallocations, faculty development leave funding and identify special funding sources.
Provide technical assistance and answer questions.
Perform other duties as assigned.

Knowledge, Skills, & Abilities

Knowledge of: University policies and procedures; Southern Association of Colleges and Schools Criteria.

Skill in: Basic accounting and budgeting in researching, writing accurate details for PCRs, budgets, reports, correspondence, and UPPSs; establish rapport to communicate effectively.

Ability to: Review and interpret PCRs, UPPS, I-9 forms, policies, budgets, salary budgets, reports, and spreadsheets; prepare PCRs, budgets, reports, correspondence, and UPPS; perform basic math, calculate salaries, FTE, workload, budgets, pay steps, and reconcile ledger, etc; reconcile accounts and set up new budgets; track budgets from one year to the next; speak to

large groups of people for training; prioritize work; set up and maintain complex filing systems; negotiate; explain policies and technical material.

Educational Experience

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