Budget Assistant

Job Code 00007212

General Description
Responsible for monitoring and administering budgets at the department/office level. Responsible for providing budget change data entry, technical advice and support to department/office account managers.

Examples of Duties
Assist the chair and faculty with M&O budget.
Maintain, record and monitor departmental budget transactions.
Reconcile budget and resolve discrepancies.
Maintain budget information on scholarship accounts.
Assist in compiling statistical data and developing information on spreadsheets.
Assist with disbursement of funds as directed.
Assist with internal and external grant management.
Support faculty account managers with REP research accounts, processing orders and budget transfers.
Give instructions to departments on budget programs and budget development.
Establish rules, procedures, and/or standards.
Assign, delegate and monitor work of student workers.
Design and prepare spreadsheets to compile data.
Perform other duties as assigned.

Knowledge, Skills and Abilities
Knowledge of: University policies and procedures, information systems, basic audit procedures, electronic financial software, FAS training manuals, software and bookkeeping principles.

Skill in: Working as a team member on most tasks of jobs, in establishing rapport with a variety of clients and interacting courteously with others and determining ways to minimize cost to stay within budget range and save department funds.

Ability to: Compare and verify columns of numbers, understand university policy and procedure manuals. Review logs and time sheets. Analyze department budgets, procedure manuals and perform basic math.

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