

	SALARY	ISSUED: 12/95
		6/93 & 7/90
		CLASS
TITLE: Budget Analyst I	SCHEDULE: B	CODE: PN305
	SALARY	EEO
UNION: P&A, Local 1979, U.A.W.	GRADE: 10	CODE: 30
	FLSA: Non-Exempt	E-CLASS: PN

POSITION PURPOSE

Participate in the development, review and analysis of financial data for budget control and forecasting purposes. Analyze revenues, expenditures and related financial information for reporting purposes.

ESSENTIAL JOB FUNCTIONS

- Compile and perform analysis of financial and budgetary data. Summarize data and provide reports for management decision making. Establish and maintain databases and spreadsheets. Review data for accuracy to provide current information as requested. May be required to assist in the development of forecasts and trends.
- Monitor and process budget transfer requests to determine if transfers are conducted in a timely manner. Review accounts and correct discrepancies to ensure transactions are in accordance with established policies and procedures. Participate in budget load process; monitor and reconcile position rosters.
- Prepare and provide materials for presentations at fiscal meetings. Develop graphics, charts and other documents in support of departmental analysis and recommendations.
- Provide analysis of subject or area as assigned on a project basis. Determine issues and relevant data, apply standard models and present findings in a clear and concise manner.
- Answer inquires and explain established policies and procedures to ensure transactions are conducted properly and to improve departmental efficiency. Identify and investigate problems and errors; recommend solutions as needed.
- Review and complete forms and documents ensuring accuracy, completeness and conformity with policies and procedures. Monitor, reconcile and report account balances; verify data as required.
- May assist in processing increases for University employees by monitoring and adjusting HRS positions and FAS accounts. Assist in reviewing and analyzing compensation adjustments and making projections as needed.
- Assist and participate in special projects; research and compile data; presenting information in a detailed report format or document.

- Provide work leadership to subordinate clerical/technical support personnel. Assign work and provide guidance and training in appropriate methods and procedures. Answer questions and resolve problems that may arise.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level requires a professional possessing a basic and fundamental understanding of budgetary processes and analysis. The work of the incumbent will be governed, to a great extent, by practices and procedures covered by precedents or well defined policy. This classification is generally assigned to the Office of University Budget. Work activities require analysis, problem resolution and independent research in the compilation of data and development of reports. This classification reports to and receives work direction from a management level position.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with major coursework in business administration, accounting, finance or related field or an equivalent combination of education and/or work experience.
- Some knowledge of accounting, finance or budgeting principles and practices.
- Ability to prepare standard financial statements, reports and analyses.
- Some knowledge of computerized accounting systems and computer applications.
- Strong analytic and problem solving skills.
- Ability to communicate effectively with others.
- Good oral and/or written communication skills.
- Typically, incumbents have held positions as an Accounting Specialist, Accounting Assistant, Sr., etc.