

Sul Ross State University
Position Description

Official Title: Budget Analyst
Salary Group: 2

Job Code: 3432

Summary

Function: Provide administrative budget support to VP for Finance and Operations. Primary responsibility for review and entry of Signature Authority, Budget Adjustments, Payroll Action Forms, Travel, and Annual Operating Budget development.

Scope: Responsible for the application of advanced budgetary experience, skills, and ability in the coordination of all budgetary functions to ensure that appropriate estimates of revenues and expenditures are determined for inclusion in the operating budget. Responsible for the coordination of budget maintenance and adjustments.

Duties

Provides accurate, timely entry of budgetary transactions, including review of all personnel action forms, and position control changes to ensure funding is available to cover needs and will not create any deficit due to entry of personnel/position change. Communicates with financial managers and signature authority users. Provides accurate and timely processing of requests for budget adjustments, ensures adequacy of funding, consistent with applicable statutes/laws, TSUS rules and regulations, and SRSU policies and procedures.

Assists with annual operating budget development. Receives and examines the budget estimates from all the departments for correctness, accuracy and completeness. Acts as a point of contact for the budget system and provides advice and technical assistance to departments for budget preparation, policy, analysis and review. Assists with training new employees in regards to budget issues. Provides budgetary information and data to financial managers as needed to ensure proper financial planning and decision-making. Analyzes accounts and reviews and processes budget transfer requests to ensure compliance with university policies and procedures and availability of funds. Prepares journal and budget entries. Submits budget reports to VPFO for approval. Monitors the budget throughout the year and brings areas of concern to the VPFO. Prepares detailed reports as needed and/or requested by the VPFO.

Process all student authorizations for employment, reviewing EPAF's to make sure they have the correct position number and funding, verifying financial aid and number of semester credit hours the student is enrolled. Prepare report monthly for the department to show how much they have spent and the balances in their accounts. Prepare report for financial aid every month detailing how much the students have earned within the different types of financial aid. Run PXPFEEXP, PHPFEEXP, and NHPFIN2 processes in Banner for student and faculty/staff payrolls.

Maintains the budget website.

Performs other related duties as assigned.

Supervision

Received: General supervision by the VP for Finance and Operations.

Given: May supervise professional and clerical staff.

Education

Required: Bachelor's degree in Business Administration or related field.

Preferred: Advanced degree in Business Administration.

Experience

Required: Five years' experience in budget development, preparation, and/or administration.

Preferred: Experience gained at a university utilizing Banner software.

Equipment/Skills

Required: Extensive knowledge of the Banner Finance software system as well as PC skills in Excel, Word, and Lotus.

Working Conditions

Usual: Office conditions; exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: April 2015