

Sul Ross State University
Position Description

Official Title: Budget Specialist
Salary Group: 12 RC Exempt

Job Code: 3436

Summary

Function: Provide administrative budget support to Finance Coordinator and VP for Finance and Operations. Primary responsibility for review and entry of Signature Authority, M&O and Travel Budgeting, Review of all M&O and Travel Transactions, 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 M&O budget maintenance and adjustments.

Duties

Provide accurate, timely entry of budgetary transactions, including review of all M&O transactions and changes to ensure funding is available and will not create any deficit. Provides budgetary information and data to financial managers as needed to ensure proper financial planning and decision-making. Analyzes accounts and provides accurate and timely processing of requests for budget adjustments and 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 all changes and estimates from the departments and examines them for correctness, accuracy and completeness. Consolidates the data for budget presentation. Maintains Budget web page.

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 banner budget systems. Follows specified guidelines and computer operations system standards in inputting, reporting, implementing, monitoring and documenting of information for Finance Departments.

Performs other related duties as assigned.

Supervision

Received: Work is performed under minimum supervision and performance is based on the effective operation of the administrative budgetary function. Reports to the Finance Coordinator. Ability to work independently and make decisions within the framework of broad goals and objectives.

Given: May provide supervision to student employees.

Education

Required: Bachelor's degree in Business Administration or related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Preferred: Advanced degree in Business Administration and/or Accounting.

Experience

Required: Experience in budget analysis and preparation and administration operations or equivalent.

Preferred: Experience gained at a university utilizing Banner software.

Equipment/Skills

Required: General computer skills; basic spreadsheet skills; other standard office machines

Preferred: Superior spreadsheet skills (MS Excel); experience with banner finance systems; technical experience in report writing.

Working Conditions

Usual: Office conditions; standard hours. 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.

Revision: 10/17/2017