

BUDGET ANALYST

Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT
SALARY CODE: 18

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

To prepare and process the College's budget, departmental and project operating budgets, and Legislative Request documents; perform complex budget analysis work involving project management tracking and budget amendments; and to provide professional assistance and support to the College's Controller in the preparation of budget-related analysis and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the analysis, preparation and compilation of annual operating budget documents.
- Provides working instructions pertaining to the assembly and distribution of budget requests and budgets. Plans meetings and distributes appropriate material as necessary.
- Updates current year budget with amendments. Coordinates and enters changes to budget into the accounting system.
- Maintains comprehensive project list and associated budget with each. Monitors progress and completion of projects as compared to budget.
- Develops and updates a ten-year budget plan.
- Evaluates chart of accounts on a quarterly basis or as required by request and makes recommendations.
- Assists in the preparation of Legislative Appropriations Requests.
- Designs and implements statistical data and schedules preparation requirements via computer system and account software.
- Handles and resolves issues (internal and external) regarding the budget.
- Recommends changes/improvements in accounting, budgeting and reporting procedures.
- Reads and keeps up to date with all budget and financial materials for the College and other higher institutions.
- Attends the workplace regularly, reports to work punctually, and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with College standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by the Texas Southmost College (TSC).

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- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Demonstrated knowledge of accounting principles and practices of generally accepted accounting and budgeting procedures and pertinent Federal, State, Community College laws, codes and regulations related to budgeting and accounting.
- Knowledge of principles, design and procedures of financial record keeping and reporting.
- Knowledge of principles and practices of human relations.
- Ability to prepare and organize clear and concise reports and meet deadlines for all budget work.
- Ability to examine and verify a wide variety of financial documents and reports.
- Ability to prepare a variety of complex financial statements, reports and analysis.
- Knowledge of basic mathematics, bookkeeping and statistics as applied to community college accounting.
- Ability to analyze programs, policies and operational needs.
- Ability to interpret and apply Federal, State, and community college policies, procedures, laws and regulations.
- Knowledge of operational characteristics, services, and activities of the College.
- Skill in working effectively in a team environment with a customer service focus.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of directors.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
- Ability to perform and excel in a high-tech all-digital environment.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

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- Bachelor's degree from an accredited college or university, with a concentration in business administration or related field.
- Minimum of three (3) years of work experience in a budget related office.

PREFERRED EDUCATION AND EXPERIENCE

- Master's degree from an accredited college or university in accounting or business administration.

CERTIFICATES AND LICENSURES

- None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas / Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a Bachelor's degree from an accredited college or university, with a concentration in business administration or related field?
 - Yes
 - No
3. *Do you have a minimum of three (3) years of work experience in a budget-related office?
 - Yes
 - No
4. Do you have a Master's degree from an accredited college or university in accounting or business administration?
 - Yes
 - No