

The University of Texas at San Antonio

Job Description

Job Title: Departmental Budget Specialist
Code: 19123
Salary Grade: 56
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- **Function:** To provide skilled assistance in the preparation, processing, and reviewing of budget documents in a department and handle various department budget decisions.
- **Scope:** Responsible for the organization, application, and execution of a broad range of departmental budget activities in the preparation departmental operating budgets.

Duties

- **Typical:**
 1. Oversees and performs the preparation, processing and reviewing of various electronic and accounting documents.
 2. Maintains detailed reports and records of accounting data. Prepares and tracks budgets, and prepares billings, financial reports and related correspondence for the department.
 3. Assists in the development and implementation of fiscal policies and procedures for the department.
 4. Reviews budget documents, purchasing, reimbursement, account reconciliations, inventories and other business transactions.
 5. Provides direction and training to staff regarding fiscal management, policies and procedures for the department.
 6. Acts as a liaison with other University departments on budget/administration issues.
 7. Performs additional duties as assigned.

Education

Required	Preferred
High school graduation or GED.	College coursework in bookkeeping, accounting or budget analysis.

Other Requirements

Required	Preferred
Excellent organizational and interpersonal skills.	N/A
Superlative writing and verbal communication skills.	
Ability to understand and creatively solve complex problems in a deadline driven environment.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years of experience in budget analysis or accounting.	N/A

Equipment

Required	Preferred
Personal computer, adding machine and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office environment.	N/A

Supervision

Received	Given
General supervision from immediate supervisor.	May direct support staff.

Accuracy

Proficiency in all duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.