

The University of Texas at San Antonio

Job Description

Job Title: Budget Analyst II
Code: 19175
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Budget Planning and Development /Business Affairs
Reports To: Sr. Director, Budget Planning and Development

Summary

- Function: Provides professional level budget reporting and analyses associated with the planning, development and maintenance of the University's operating budget.
- Scope: Responsible for the application of budget analysis techniques to support annual operating budget, strategic and operational planning and forecasting.

Duties

- Typical:
 1. Applies budget analysis techniques to track, monitor and report information and make appropriate recommendations to management.
 2. Compiles, analyzes and disseminates budget and financial data and writes relevant summaries
 3. Utilizes specialized spreadsheets, databases and financial analysis software to improve understanding and reporting of budget estimates and scenarios.
 4. Conducts adhoc reporting and analysis requiring problem-solving ability in the course of budget and related operational processes as needed.
 5. Reviews, monitors and processes budget transfers, budget adjustments and position management center related changes for funding appropriateness and in accordance with established policies and procedures.
 6. Assists departments in resolving funding problems regarding funding sources, cost issues, budget categories, account balances/insufficient funds, etc.
 7. Assists in the analysis and preparation of annual operating budget and provides technical assistance to departments regarding the institution's budget system.
 8. Assists in the design and delivery of training on budgeting and financial management reporting processes and systems.
 9. Provides assistance in the gathering, recording, and analysis of data to

<p>support the Legislative Appropriations Request and other legislative or administrative requests.</p> <p>10. Identifies change opportunities, recommends and implements business process changes to improve work efficiencies and effectiveness that will contribute to the achievement of the business goals and objectives</p> <p>11. Complies with applicable laws, regulations, policies and procedures employing sound financial and business practices and appropriate internal controls.</p> <p>12. Perform additional duties as assigned.</p> <p>• <u>Periodic:</u></p> <ol style="list-style-type: none"> 1. Performs special studies, research and analysis of financial issues. 2. Assists in the review and reconciliation for the annual merit and equity pay processes.

Education

Required	Preferred
Bachelor’s degree.	Bachelor’s degree in Business Administration, Finance, Accounting or a related field from an accredited institution.

Other Requirements

Required	Preferred
Knowledge of principles and theories of finance, accounting or related fields and disciplines.	PeopleSoft Commitment Control or Commitment Accounting experience.
Moderate level of competency with Microsoft spreadsheets, database retrieval and reports.	Hyperion Essbase Planning and On Line Analytical (OLAP) Reporting Tools.
Excellent analytical and problem solving skills.	Experience working with ERP systems (ORACLE/PeopleSoft) finance and/or human capital management.
Excellent verbal and written communication skills.	
Ability to multi-task in a team oriented environment and be a self-starter.	
Excellent organizational skills in prioritization of work.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of experience in budget preparation, accounting or financial management analyses.	Similar experience in public sector higher education or similar organization.
One year of experience working with financial systems, data reporting, retrieval and analyses tools.	

Equipment

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

Working Conditions

Usual	Special
Normal office working conditions. Able to work under strict time constraints.	Overtime hours and weekends occasionally required to meet deadlines.

Supervision

Received	Given
General instruction and supervision from management.	N/A

Accuracy

Proficiency in all phases of the duties performed.
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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.
