

The University of Texas at San Antonio

Job Description

Job Title: Senior Budget Analyst
Code: 19200
Salary Grade: 62
FLSA Status: Exempt
Department/Division: Budget Planning and Development
Reports To: Senior Director, Budget & Planning Development

Summary

- Function: Serves as subject matter expert and performs complex work assignments and problem resolution to support business decision and financial/accounting processes through one or more of the following budget planning and development activities: forecasts/plans, ad hoc analysis, reports and analysis, activity based costing, cost and benefits analysis, product pricing and profitability analysis, and other business planning support.
- Scope: This position supports the day to day uses of PeopleSoft Human Capital Management –Commitment Accounting and PeopleSoft FMS Commitment Control. Provides advanced analysis techniques to support the preparation and monitoring of the university and departmental operating budgets and long range planning.

Duties

- Typical:
 1. Assigned as subject matter expert of PeopleSoft Human Capital Management – Commitment Accounting and PeopleSoft FMS Commitment Control.
 2. Point of contact for both modules including oversight and maintenance of respective data tables and data structures. This would include the Department Budget Table (DBT), Commitment Control budget checking and budget transfer processing in accordance with established policies and procedures. Take the lead on submitting UTSIS Tickets as needed on behalf of UTSA for both modules.
 3. Provide backup support to Financial Information Systems with respect to running Commitment Accounting actuals distribution, retro distribution processes, and general ledger interface processes for payroll. This would include resolving and coordinating issues.

4. Support Financial Information Systems with coordination and implementation of new technology including identification of application system incidents, analyses impact, and planning upgrades and enhancements to meet business requirements.
 5. Formulate, define, design, test and implement requirements and changes to business processes, policies and information systems.
 6. Track, monitor and analyze data to ensure proper allocation, use and status of funds, and reconcile and resolve data discrepancies and address funding issues and/or insufficient budgets primarily related to positions.
 7. Review and process documents for appropriate position funding (i.e. position front end documents) and related budget transactions; monitor transactions and transfers for appropriateness with established policies and procedures.
 8. Conduct research and analyses, formulate recommendations and follow through with execution. Seek ways to improve processes, or to use resources efficiently.
 9. Identify issues through regular review of statistics, budgets and financial statements, and provide solutions. Conducts complex data gathering and analysis. Compare and contrast financial reporting using current data mining processes.
 10. Prepare routine correspondence, reports and briefings and use specialized software applications and computer systems to extract and analyze data, solve problems and present results to management.
 11. Assist in development and delivery of training materials as appropriate to explain system requirements to departmental users.
 12. Interpret information to identify change opportunities and support continuous improvement initiatives. Participates in the creation of procedures and guidelines.
 13. Comply with applicable laws, regulations, policies & procedures employing sound financial and business practices and appropriate internal controls.
 14. Support department team members in special projects and other initiatives.
 15. Others duties as assigned by management
- Periodic:
 1. Assist in completing the annual Operating Budget for UTSA.
 2. Assist in review and reconciliation for the annual merit and equity pay processes.
 3. Assist in completing Legislative Appropriations Request and other administrative requests.
 4. Perform special studies, research and analysis of financial issues providing recommendations for courses of action as requested.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Bachelor's degree in Business Administration, Finance, Accounting or related field. MBA, CPA or CFA

Other Requirements

Required	Preferred
<ul style="list-style-type: none"> - Strong knowledge of the principle and theories of finance, accounting or other related fields and disciplines as demonstrated from relevant positions. - Take initiative with minimal guidance and produce accurate results; high-energy self starter/ independent worker - Proficient with Microsoft Office and functionalities of financial accounting and reporting systems. Ability to use query and reporting tools. - Excellent verbal and written communications skills and ability to multi-task within a team-oriented environment - Excellent organization skills in identifying and prioritizing work activities. - Exceptional problem solving and analytical skills. - Attention to detail and ability to deliver high quality work. - Ability to handle multiple assignments of various durations. - Criminal Background Check (CBC) 	

Experience

Required	Preferred
<ul style="list-style-type: none"> - PeopleSoft Commitment Accounting module or PeopleSoft Commitment Control module or supporting Enterprise Resource Planning (ERP) Systems. - 6+ year's work experience in cost benefit analysis and/or financial analysis experience. - Proven experience leading processes or projects with minimal supervision. - Strong verbal and written communication skills as well as proven ability to interact with management. 	<ul style="list-style-type: none"> - Expert knowledge of Excel. - Similar experience using software for reporting and budget development such as Hyperion, Cognos, etc. - Experience developing, building and maintaining forecast/planning tools - Similar experience in public sector Higher education or similar organization - Demonstrated strong analytical and problem solving skills with creative mindset to enhance models and processes.

Equipment

Required	Preferred
- Proficiency in Microsoft Office applications - Advanced knowledge of data analysis tools and techniques.	- On Line Analytical Reporting

Working Conditions

Usual	Special
- Normal working conditions. - Able to work under strict time constraints.	- Overtime required occasionally to meet deadlines as needed.

Supervision

Received	Given
- General instruction and supervision from assigned supervisor.	- May oversee assigned staff in relation to projects/processes.

Accuracy

Proficiency in all phases of the 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.