The University of Texas at San Antonio

Job Description

Job Title:	Sr Budget Decision Support Analyst
Code:	19208
Salary Grade:	62
FLSA Status:	Exempt
Department/Division:	Budget and Financial Planning
Reports To:	Assistant Vice President for Budget and Financial Planning

Summary

- <u>Function</u>: Provides professional level budget forecasting, reporting and analyses associated with the planning, development and maintenance of the University's operating budget. Assists in monitoring budget performance and establishing forecast models in support of an integrated planning process and performance tracking. Integrity, objectivity and confidentiality are essential when dealing with financial and human resource information. Serves as a subject matter expert and performs complex work assignments and problem resolution to support business decisions as it relates to our budget model. Helps to recommend business processes to support the budget development and monitoring annually.

- <u>Scope</u>: Responsible for maintaining and supporting budget, planning and performance reporting and providing advanced analysis techniques to support the preparation of university and departmental operating budgets and long range planning. Performs internal financial management reporting and analyses to assist in monitoring budget performance and establishing forecast models in support of an integrated planning process and performance tracking.

Duties

- <u>Typical</u>:
  1. Assists in the coordination and implementation of new technology and/or technology enhancements related to the budget development system(s). Assists in the development and delivery of training materials as appropriate to explain system requirements to departmental users.
  2. Develops and designs financial models to support budget and planning (i.e. revenue analysis, financial planning and consolidation, project planning, forecasting models, etc.).

3. Prepares and updates forecast which includes updating the revenue model or internally generated forecast for revenue and expense reviews.
4. Provides analyses utilizing modeling "what-if" techniques for budget, planning and forecasting.
5. Analyzes data to ensure accurate reporting and integrity of the Financial and HR data as it relates to budget and planning systems and processes.
6. Provides technical support for budget development, reporting and budget variance process. Prepares and guides team on recurring or ad hoc financial management reports and data retrieval for analyses.
7. Assists in the analysis and preparation of annual budget documents and provides technical expertise regarding the institution's electronic budget system.
8. Prepares and delivers oral and written training, instruction and communications to both large and small groups.
9. Interprets information to identify change opportunities and makes recommendations to management about business process improvement to increase work efficiencies and effectiveness that will contribute to the achievement of the business goals and objectives.
10. Complies with applicable laws, regulations, policies & procedures employing sound financial and business practices and appropriate internal controls.
11. Supports department team members in special projects and other initiatives.

- Periodic:
  1. Reviews and processes documents for budget transactions and monitors transfers for appropriateness with established policies and procedures.
  2. Assists in the review and reconciliation for the annual merit and equity pay processes.
  3. Performs special studies, research and analysis of financial issues providing recommendations for courses of action as requested.
  4. Budget datasource maintenance and management to support reporting.
  5. Performs Additional duties as assigned.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Bachelor's degree in Business Administration, Finance, Accounting, or Business Information Systems or related fields. MBA.

Other Requirements

Required	Preferred

Strong knowledge of the principle and theories of finance, accounting or other related fields and disciplines as demonstrated from relevant positions.	Advanced knowledge of financial data analysis.
Knowledge of or ability to learn how to effectively use Business Intelligence reporting tools and forecast modeling tools to support budget, planning and forecast activities.	Proven ability to work well in team setting Proven ability to be a self-starter/independent worker.
Proficient with Microsoft Office and functionalities of financial accounting and reporting systems. Ability to use query and reporting tools.	Knowledge of and experience using Cognos and Hyperion
Excellent verbal and written communications 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
6+ years of experience in budget analysis, financial assessment and/or forecasting experience.	Similar experience in higher education.
Four years of experience working with financial systems, data reporting, retrieval and analyses tools.	Ability to synthesize large amounts of data from multiple sources into concise message to drive business results.
Proven experience leading processes or projects with minimal supervision	Experience with incentive based budgeting models with respect to developing, reporting and training.

Equipment

Required	Possible

Personal computer with Microsoft Office suite	Enterprise Resource Planning (ERP) Systems (i.e. PeopleSoft) On Line Analytical Reporting Tools (i.e. Hyperion , Cognos)

Working Conditions

Usual	Special
Normal working conditions. Ability to work under strict time constraints.	Overtime hours occasionally required to meet deadlines.

Supervision

Received	Given
General instruction and supervision from assigned supervisor.	N/A

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.