

The University of Texas at San Antonio

Job Description

Job Title: Academic Affairs Data/Reporting Manager

Code: 19329

Salary Grade: 63

FLSA Status: Exempt

Department/Division: Academic Affairs/Provost

Reports To: Provost and VP Academic Affairs

Summary

- Function: To provide professional level budget forecasting, reporting, and analyses associated with the planning, development and maintenance of Academic Affairs' operating budget. Integrity, objectivity, and confidentiality are essential when dealing with financial and human resource information.
- Scope: This position will perform 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

- Typical:
 1. Supports academic affairs fiscal management responsibilities, including verifying accuracy of cost centers, budgetary accounts, funding availability and NACUBO functions.
 2. Develop and maintain a database for tracking and billing travel management fees in Academic Affairs.
 3. Responsible for financial reporting and planning.
 4. Collect, process, and analyze data for use by decision makers in Academic Affairs
 5. Provide and coordinate collection and processing of data for various types of ad-hoc reports.
 6. Collect and review planned expenditures are aligned with the Endowed agreements.
 7. Maintain SQL server databases including the reporting repository for lateral analysis, the Minis database, and the Academic Affairs Financial databases.
 8. Collect faculty start-up cost and salary information from relevant documents.
 9. Collects, process, analyze, and verifies data and data sources in support of key internal and external academic reporting requirements. Included are

responsibilities for the Texas Higher Education Coordinating Board (THECB) requirements, Census Day registration, and tuition and fee data used for a wide range of University financial needs.

- Periodic:
 1. Perform special studies, research, and analysis of financial issues providing recommendations for course of action as requested.
 2. Produces special and periodic reports.
 3. Additional duties as assigned.

Education

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

Other Requirements

Required	Preferred
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	Advanced knowledge of financial data analysis. Proven ability to work well in a team setting. Proven ability to be a self-starter/independent worker.
Proficient with Microsoft Office and functionalities of financial accounting and reporting systems.	
Excellent verbal and written communications skills and ability to multi-task within a team oriented environment.	
Excellent organizational skills in identifying and prioritizing work activities.	
Exceptional problem solving skills and analytical skills.	
Attention to detail and ability to deliver high quality work.	
Criminal Background Check (CBC)	

Experience

Required	Preferred
2 years of experience in budget analysis, financial assessment and/or forecasting experience OR 2 years of experience working with financial systems, data reporting, retrieval and analyses tools.	Similar experience in Higher Education

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 Essbae, Cognos)

Working Conditions

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

Supervision

Received	Given
General instruction and supervision	May oversee assigned staff

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.
