

The University of Texas at San Antonio

Job Description

Job Title: Facilities Budget Performance Analyst
Code: 19550
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Facilities Business Operations
Reports To: Director, Facilities Business Operations

Summary

- Function: Provide project accounting, evaluation of recharge/shop rates, and perform budget and performance analysis for Facilities.
- Scope: Responsibilities will include preparation of account and statement reconciliations, budget forecasting; assessment of expenditures to budget, and developing and monitoring key (facilities) performance indicators (KPIs). Analyze, modify and/or develop processes to implement and/or manage efficiency improvements resulting in enhanced operational efficiencies and departmental effectiveness.
Provide support for Capital Improvement Program projects, including recommendations and tracking of “institutionally managed” allocations and transfers of funds within and between capital projects as necessary.

Duties

- Typical:
 1. Performs project accounting activities, including reconciliation of accounting records to assure expenditures are appropriately allocated and expensed by project.
 2. Administers day to day operations of the performance management program, including measurement, analysis, reporting, and maintenance of records and data.
 3. Assists in analysis and preparation of reports and spreadsheets related to the departments annual budget development process.
 4. Develops processes to ensure the integrity and quality of facilities related performance measurement data, including benchmarking with other institutions.
 5. Develops and maintains facilities KPIs for departments.
 6. Coordinates and consults with management on day-to-day needs and program innovations.
 7. Performs additional duties as assigned.

- Periodic:
 1. Produces special and periodic reports.
 2. Assists on special projects and assignments.
 3. Reviews and updates appropriate key performance indicators
 4. Updates operations guidance and processes.
 5. Keeps abreast of updates in various type programs and equipment used in the job.

Education

Required	Preferred
Bachelor's Degree in Business Administration, Accounting, Facilities Management or other related field from an accredited institution.	Master's Degree in Business Administration, Accounting, Facilities Management or other related field from an accredited institution.

Other Requirements

Required	Preferred
Must possess a valid Texas driver's license and be insurable as defined by the UT System.	Bilingual (English/Spanish)
Advanced data and statistical analysis skills and understanding of performance principles and theory.	
Strong project management, time management, organizational and problem solving skills.	
Ability to communicate clearly and concisely, both orally and in writing.	Knowledge of a university physical plant or facilities environment at a large institution.
Ability to set priorities, meet deadlines and multi-task.	
Working knowledge of operating systems, protocols, performance measurement programs	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years professional work experience concentrating on at least one of the following key responsibilities: Account reconciliations and budget development, project cost accounting, performance reporting, or performance modeling, measuring and management.	Experience with DEFINE (UT Systems application)

Equipment

Required	Preferred
Personal computer, advanced MS Office, including but not limited to Excel, Access, and Word, and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office environment.	Occasional evening and weekend work required.

Supervision

Received	Given
Overall review for efficiency and effectiveness.	May supervise 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.
