

Job Description

Job Title: Financial Analyst II Budgets Grade: L

**Department:** Budgets & Payroll FLSA: exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

### **General Function:**

Performs a variety of complex administrative tasks related specifically to budget management. Utilizes the administrative information system to perform budget preparation, salary and other expense analyses.

### **Characteristic Duties and Responsibilities:**

- 1. Compiles, analyzes and summarizes financial information; prepares periodic financial reports.
- 2. Develops and maintains financial system training materials; trains budget staff in the use of the administrative information system, spreadsheets, and other financial software in one-on-one and group environments.
- Coordinates and provides training with budget officers and their support staff on the use of Ellucian system, including but not limited to generating reports on expenditures in one-on-one and group environments.
- 4. Assists budget officers on budget revisions and reporting.
- 5. Advises divisions and departments on accounting policies and procedures; answers inquiries on complex technical issues.
- 6. Coordinates and assists other financial staff with year-end and new-year budget development.
- 7. Researches and resolves issues and discrepancies with the budgets, prepares and researches reallocations for payroll.
- 8. Researches and resolves problems in the administrative information system, develops informer reports to assist in solving/resolving problems/issues.
- 9. Researches existing system structures and recommends modifications to improve the reporting process: assists with implementing new procedures.
- 10. Writes and updates procedures for the Budget systems; prepares specifications on system modifications and enhancements.
- 11. Supports strategic planning and budgeting efforts.
- 12. Collaborates with the Director of Budgets to forecast budget changes, realignments of budget and recommends additional funding needs.
- 13. Performs other budget/financial duties as assigned.



Job Description

Job Title: Financial Analyst II Budgets Grade: L

Department: Budgets & Payroll FLSA: exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

# Reporting Relationships:

**Direction Received**: Reports to the Director of Budgets

**Direction Given:** No authority or responsibility for supervision of other employees

## **Minimum Requirements:**

Bachelor's Degree from a regionally accredited institution in Finance or related field and at least four years of job related experience.

#### Knowledge, Skills, Abilities and Worker Characteristics:

Ability to apply account principles and fund accounting

Ability to prepare complex journal entries

Ability to learn, understand and use the college's financial information system Ellucian

Proficiency with Microsoft Office Suite, with intermediate to advanced Excel skills

Excellent communication and organization skills.

#### **Working Conditions:**

Typical office environment