Budget Analyst – Academic Affairs

Job Purpose:
The Budget Analyst – Academic Affairs is a critical member of the Budget Office reporting directly to the Associate Director of Budget - AA. They will work directly with the AA departments and other designated area managers as assigned. The Budget Analyst is primarily responsible for ongoing management of the position budgets and non-position budgets for AA, monthly variance analysis, labor budget projections, the annual budget and salary roll, routine budget maintenance, and equity pool coordination. They are also responsible for providing accurate analysis to be used in short- and long-term planning, quarterly reconciliations, procedural documentation, budgeting system implementation, Budget Office website maintenance, and the communication of financial data into high-level summary reports. This position requires critical and strategic thinking, the ability to perform financial analyses and reconciliations, independent problem solving abilities, effective and collaborative interpersonal skills, detail-orientation, initiative, and the ability to manage simultaneous, high-profile projects.

Responsibilities:

1. Manage position budgeting process and non-position labor budgets for the Academic Affairs area. This requires knowledge on position and non-position budgeting procedures and guidelines and state and national reporting requirements (e.g. IPEDS, Budget Data Book, Salary Roster, etc.) in order to ensure the Banner practices (and thus reporting) accommodates each requirement. Must work with department staff, Human Resources, and Payroll on a regular basis to ensure salary budgets and positions are accurate and complete. This position must be able to run routine and ad hoc reports to provide campus and the Executive Team information on position budgets and non-position budgets. They must be able to detect, analyze, and resolve variance issues. This position will feed position budgets to Payroll and reconcile on a monthly basis at a minimum. Determine funding availability and source for other increases and/or changes.
   a. Coordinate the equity pool adjustments with the AA leadership team for all non-classified staff.
   b. Coordinate salary and fringe benefit increases with Human Resources and update position budgets in Banner.
   c. Assist Principal Analyst – Financial Reporting with the tracking of salary savings for campus.
   d. Determine funding and process required for salary adjustments per funding sources. Provide forecast adjustments as necessary. Approve all sabbatical and research charge-out savings according to Academic Affair’s policy. Provide reporting to departments on available salary budgets if applicable.
   e. Feed/upload all position and other salary and fringe budget adjustments to payroll and reconcile on a weekly basis, analyzing variances, determining cause and resolving issues.
   f. Manage student hourly, teaching assistant stipend and tuition, graduate assistant,
and adjunct labor budgets for academic departments. Collaborate with
departments to determine current need, forecast future need based on
enrollment, and recommend alternative funding sources. Reconcile non-position
budgets on a monthly basis.
g. Educate and train AA departments on position and non-position budgeting and
fiscal best practices and guidelines.
h. Develop, manage, and coordinate projection models for position and non-position
labor in the AA areas.
i. Collaborate with AA budget support team on the incorporation of labor budget
needs and changes into the forecast process on a quarterly basis and into the
annual budget request process. Communicate on a timely basis to team members
and academic departments on labor budgets.
   i. Communicate actual activity, projections, strategic plans, and other
      relevant budgetary information to all members of the Budget Office on a
      routine-basis.
j. Develop and maintain appropriate timelines and deadlines, per the guidance of the
Associate Director of Budget - AA. Allow adequate time to incorporate last-minute
adjustments as the budget environment is constantly shifting. Validate financial data
for accuracy, classification, completeness, and timeliness.
k. Fundamentally understand, recommend, and implement process changes that will
positively affect the academic area, based on the approval of the Associate Director of
Budget - AA.
l. Communicate and ensure understanding of the financial implications of activity in the
areas. Provide regular updates to all members of the Budget Office on the status of
activity, variances, forecast requests, and budget requests for the areas.

2. Budget Maintenance: Budget and Salary Roll. Equity Pool coordination. This requires
knowledge of policies governing the various funds. Additionally, this requires knowledge on
position budgeting procedures and guidelines, as well as state and national reporting
requirements (e.g. IPEDS, Budget Data Book, Salary Roster, etc.) in order to ensure the Banner
practices (and thus reporting) accommodate each requirement. Collaborate with campus fiscal
officers, Budget Office staff, Human Resources, and Payroll on a regular basis to ensure
operating budgets, salary budgets, and position definitions are accurate and complete.
a. Implement Board approved budget in Banner, including but not limited to: notifying
campus of approved increases, rolling prior year's continuing budgets via system
processes, determining appropriate entries and entering approved changes, and
reconciling all Banner accounts to the approved budget.
   i. Roll the prior year's budget to ensure the Board approved academic affairs
      budgets are accurately loaded in Banner and reconciled. Reconcile base budgets
      and adjustments to the final budget model. Validate budget data in Banner.
      1. Review entries for correct occurrence (one-time or continuing),
         appropriateness, accuracy, and long-term impact.
   ii. Manage monthly changes to the financial system by coordinating departmental
      budgets with campus fiscal officers. Enter campus budget entries as appropriate
      and submit to Senior Budget Analyst and Business Officers for review and
      approval.
   iii. Determine whether adjustments are continuing or one-time and coordinate
      with the Senior Budget analysts to determine impact on long term projections.
iv. Develop and maintain appropriate timelines and deadlines, per the guidance of the Budget Director. Allow adequate time to incorporate last-minute adjustments as the budget environment is constantly shifting. Validate budget data for accuracy, classification, completeness, and timeliness.

b. Collaborate with Human Resources and Payroll to manage and coordinate the year-end equity pool and position budget roll processes.

i. Develop and maintain appropriate timelines and deadlines, per the guidance of the Budget Director. Allow adequate time to incorporate last-minute adjustments as the budget environment is constantly shifting. Validate budget data for accuracy, classification, completeness, and timeliness.

ii. Develop communications, per the guidance of the Budget Director, in the form of memos and spreadsheets to notify key personnel for each Vice President of equity pool processes, timelines, and amounts.

iii. Coordinate the delivery and communication of information through the Senior Budget Analyst and Business Officer. Collaborate with all members of the Budget Office to enter position budget increases into Banner after the annual roll.

i. Fundamentally understand, recommend, and implement process changes that will positively affect the equity pool and position budget roll processes, based on the approval of the Budget Director.

3. Independently develop various standard and ad hoc financial reports for executive management, external state agencies and departmental users. This requires understanding the financial, student, and other applicable data sets, data locations, and the best methods for extracting and/or uploading information. Examples include,

   a. Designing and implementing dashboards,
   b. Assisting campus and/or providing reports using various software including Cognos, Prophix, Rapid Insights and Tableau,
   c. Coordinating financial reports and data validation functions across campus to ensure streamlined development, validation, and integrity of reports,
   d. Working with the Business Intelligence committee for data management and configuration,
   e. Provide guidance with campus report writers as they develop and validate their own reports.

4. Assist the Budget Director and other budget staff with the implementation of new budget and reporting systems. Maintain the Budget Office website. Engage with and share knowledge with the Budget Office staff on budget and reporting systems. Develop and maintain procedural documentation specific to those budget and reporting systems. Develop training and various presentations for departmental users on the budget process and other budget status updates as needed.

   a. Design and implement the appropriate format for the Budget Office website, per the guidance from the Director.
   b. Ensure the accurate posting of tuition rates, fee schedules, forecast templates, financial policy guidelines, and other budget materials to the Budget Office website.
c. Maintain a timely process for updating budget materials on the Budget Office website.

5. **Essential (5%) Develop Procedural Documentation.** This position will be responsible for developing and maintaining thorough procedural documentation for routine tasks and certain non-routine tasks, per guidance from the Budget Director.

6. Other duties as assigned.

**Qualifications:**

Require a Baccalaureate degree in accounting, finance or other related field with 0-2 years of experience in financial accounting or budgeting. Advanced proficiency with Window-based software packages involving spreadsheets, databases, word processing, and presentation applications. Experience working with large complex data sets. Experience with training and excellent interpersonal and communications skills. Desired experience with higher education fund accounting, budget and projection modeling, and cost accounting. Banner, Oracle-based or similar financial system experience.

**Decision Scope:**

1. Manage the position and non-position labor budgets for Academic Affairs:
   a. Determine funding source and appropriate treatment for various type employee class position budgets, knowing the many policies governing the different employee types.
   b. Determine funding source for salary adjustments and proper recording in Banner of each adjustment dependent on source and governing polices for the various funds.
   c. Determine the allocation of salary savings from sabbatical and research cost share and how those savings should be recorded in Banner.
   d. Determine how to apply fringe benefit increases when changes occur.
   e. Determine what adjustments require additional approval by the Director, Vice President and/or Board and the process for each type of approval. Recommends major adjustments to the Associate Director of Budget - AA, but is able to independently assess the financial environment and determine and implement minor changes as necessary.
   f. Determine whether adjustments are one-time or will have a long-term impact. Work with the Associate Director of Budget - AA to incorporate into the long-term projections as necessary.
   g. Determine variance explanations for the labor budgets. Determine the cause of major variances. Determine whether an institutional forecast adjustments or accounting adjustments is required.
   h. Determine data required for trend analysis to develop and update budget projections.
   i. Determine the appropriate format and information required for new budget models requested, cost analysis, rate development and cash flow needs.

2. **Budget Maintenance: Budget and Salary Roll. Equity Pool coordination.**
   a. Determine funding source and appropriate treatment for various type of budget adjustments, knowing the many policies governing the different fund types.
   b. Determine what adjustments require additional approval by the Director, Vice President and/or Board and the process for each type of approval.
Recommends major adjustments to the Associate Director of Budget - AA, but is able to independently assess the financial environment and determine and implement minor changes as necessary.

c. Determine whether adjustments are one-time or will have a long-term impact. Work with the Associate Director of Budget - AA to incorporate into the long-term projections as necessary.

d. Determine the appropriate process timelines to ensure accuracy and timeliness of budget information based on the direction given by the Associate Director of Budget - AA.

e. Determine at the department level whether budget adjustments or accounting corrections are required to mitigate deficits (independently implement or coordinate the changes).

f. Determine which adjustments are necessary and determine areas for realignment. Determine which adjustments require Executive and Board approval.

g. Determine and recommend areas for process improvements to streamline tasks and to improve accuracy and consistency of the forecast and budget data.

3. Independently develop and provide routine and ad hoc reports for executive management, external state agencies (e.g. DHE, IPEDS, SURDS etc.) and departmental users:
   a. Determine where from and how to extract data, from what systems, and in what format to be easily understood by non-financial users.

   b. Review the substance of the data and determine data accuracy prior to use.

   c. Determine when underlying data table changes are required. Manage and/or coordinate the change to ensure efficient updates.

   d. Determine new uses of existing data and systems for operations and strategic planning.

   e. Provide recommendations for new systems, system upgrades, and configurations in regards to data and data management.

   f. Determine additional/new reporting needs for departments and coordinate cross-functional development of such reports.

4. Assist with the implementation of a new budget and reporting system. Maintain Budget Office website:
   a. Develop procedural documentation specific to assigned tasks in the budget and reporting systems.

   b. Develop training and various presentations for department users on the budget process and other budget status updates as needed.

   c. As new systems and process are implemented, determine what training is required, who should be trained and develop and coordinate the training.

   d. Provide recommendations for when to upload budget materials to the Budget Office website.

Communications:

1. This position must be able to translate detailed financial information into high-level summary reports (verbal and written) for a non-financial audience including departmental users, executive management and external state agencies.

2. This position must be able to develop a wide-array of charts and graphs to be used in presentations both directly and not directly created by the budget office (e.g., the Provost, CFO and Chief of Staff).
3. This position must be able to communicate effectively with members of the Budget Office, departmental users, and the Controller's office to correct accounting entries or make budget entries ensuring funds are used appropriately and to mitigate budget deficits.

4. This position must be able to develop and provide training to departmental users regarding new budget processes and systems.