Integrated
Administrative / Research Faculty Job Description and Exemption Request Form

Part 1 – Identifying information (See instructions above):
Position Title Requested: Budget Analyst – A&O, RTT, and President

Date of Description: 6/20/18   Supervisor Title: Budget Director

Position Number: TBD   Department: Financial Planning

Was the position previously exempted? Yes _x_ No ___

Is the position currently filled by a Classified employee? Yes ___ No _x_

Funding source* (check one): Grant ____ Gift ____ Auxiliary ____ Contract ____ General Fund __x__

Is the position involved in the direct delivery of academic curriculum? ____ YES __x_ NO
If YES, explain how the position fulfills this role – be specific in your response.

*To qualify for exemption from the State Personnel System on the basis the funding source, no portion of the funding source may come from General Funds.

HR Use ONLY
Approved Position Title:

Date Reviewed:   FLSA Exemption:

Exempt from Classified system? Date Exempted:

Basis for Exemption from Classified system:

Part 2 – Job Purpose:
The Budget Analyst - A&O, RTT, and President is a critical member of the Budget Office reporting directly to the Budget Director. The Budget Analyst is primarily responsible for Administration & Operations, Research & Technology Transfer, and President’s Office operating budget management, routine and non-routine institution-wide forecasts and projections, annual budget request processes, mandated cost projections, annual budget and salary roll, other revenue projections, and ad-hoc analyses and scenario projections. Additionally, this position is responsible for procedural documentation, budgeting system implementation, and the communication of financial data into high-level summary reports. This position requires critical and strategic thinking, the ability to perform
robust financial analyses, independent problem solving abilities, effective and collaborative
interpersonal skills, detail-orientation, initiative, and the ability to manage simultaneous, high-profile
projects.

Part 3 – Responsibilities:

Essential (25%) Oversee the A&O, RTT, and President’s Office operating budgets. This requires both
routine and non-routine responsibilities requiring detailed knowledge of policies governing the various
funds and detailed analysis of current year activity to determine the substance and implementation of
budget adjustments. This position requires critical thinking skills to run ad hoc reports, determine various
financial trends in operations, develop and verify assumptions, and strategically plan to fund the short
and long-term objectives of these areas. This position will analyze and determine the impact of forecast
adjustments on financial positions and long-term projections.

a. Establish a breadth of knowledge and understanding of the specific needs, strategies,
and financial landscapes of A&O, RTT, and the President’s Office. Act as the liaison and
financial advocate for these areas in budgetary discussions and analyses.
b. Educate and train areas on budgeting and fiscal best practices and guidelines.
Independently implement new processes and create new deliverables to increase the
sophistication of fiscal management.
c. Oversee the operating request process through collaboration with the appropriate
Budget Office staff and area stakeholders (coordinating the requests, determining
possible funding for each request, and working with the Executive Team as they
prioritize the requests for final approval) for all activity.
d. Collaborate with area departments on quarterly departmental forecasts and make
appropriate adjustments as necessary. Reconcile forecasts to Banner on a quarterly
basis. Analyze variances, determine cause, and correct entries as required.
   i. Meet at least quarterly (sometimes monthly) with directors from each area or
department to determine quarterly forecasts and appropriate adjustments. This
position will coordinate those adjustments requiring Executive and Board
approval.
   ii. Enter budget adjustments in Banner and reconcile to the Board approved
forecast. Review to determine impact on financial positions and long-term
projections.
e. Perform a monthly variance reporting analysis for each department. Determine cause of
variances, and whether adjustments are required.
   i. Collaborate with the appropriate Budget Office staff to incorporate variance
analysis and explanations into the overall monthly financial statement process.
   ii. Verify the incorporation of any forecast adjustments derived from variances into
the forecast process and the 10-year projections.
   iii. Enter budget adjustments in Banner and reconcile to the Board approved
forecast. Review to determine impact on financial positions and long-term
projections.
f. Collaborate with areas to translate qualitative data into quantitative financial models
and projections. Provide guidance on the appropriate use of funds. This requires a
detailed understanding of state and Mines policies regarding the source and use of
g. 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 financial data for accuracy, classification, completeness, and timeliness.

a. 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. Essential (15%) 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. 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.

ii. Determine whether adjustments are continuing or one-time and coordinate with the Senior Budget analysts to determine impact on long term projections.

iii. 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.

c. Gift Funds
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i. Upload gift fund budget entries provided by the Mines Foundation.
ii. Reconcile salary budgets with position budgeting and adjust as necessary.

3. Essential (25%) Mandated Cost Projections. This requires the ability to collaborate and communicate with various stakeholders across Mines, manage multiple projections at once, effectively handle last-minute adjustments, and perform financial analytics. Utilize Prophix or other budgeting software to house and update projections.
   a. Under the direction of the Budget Director, manage, analyze, track, and project mandated costs for the institution.
      i. Labor Projections
         1. Collaborate with the Controller’s Office to determine fringe rate projections and to verify final, approved fringe rates for each fiscal year.
         2. Determine appropriate funding splits and allocations of labor projections based on the appropriate uses of various fund types.
         3. Incorporate proposed and final state legislation pertaining to labor projections (eg. PERA, classified system).
      ii. Utilities
         1. Collaborate with Facilities Management to validate and analyze utilities forecasts for the current year and projections for future years.
         2. Incorporate utility projections for new buildings. Include staffing needs and operating budgets in new building projections.
         3. Determine appropriate funding sources for utilities based on the appropriate uses of various fund types.
      iii. Debt
         1. Collaborate with the Controller’s Office on the 10-year debt schedule and debt service cost projections for new projects and initiatives.
         2. Determine potential debt service savings related to interest earned, Build-America-Bonds, refinancings, and any other opportunities.
   b. Incorporate and/or develop new predictive and strategic models for new initiatives (e.g. new employee classes, debt issuances, utility plant infrastructure projects, new buildings). This requires a broad understanding of higher education practices, measuring internal data against other institutions (benchmarking), and determining and applying trend and predictive analytics. These projects are highly variable and require complex problem solving skills for creative, non-routine solutions.
   c. Provide up-to-date mandated cost projections. Incorporate projections into the quarterly forecast.
      i. Measure the accuracy of projections against actual results, determine the cause of variances, and make appropriate adjustments. Determine revised assumptions and required changes to the projections for improved accuracy and alignment with strategic initiatives.
   d. Verify the incorporation of mandated cost projections into the 10-year projections. Communicate and ensure understanding of the financial implications of projections. Provide regular updates to all members of the Budget Office on the status, changes, and implications of mandated cost projections.
   e. Ensure the quality and timeliness of financial and non-financial data. Develop an overall process for maintaining timely, accurate, and flexible projections. Update projections on a regular basis and document all assumptions. Allow adequate time to incorporate last-
minute adjustments as the budget environment is constantly shifting.
f. Fundamentally understand, recommend, and implement process changes that will positively affect the models, pending approval by the Budget Director.

4. **Essential (10%) Other Revenue.** Collaborate with various departments across campus to project and track other revenue sources (e.g., continuing education, indirect cost recoveries, and academic space rentals) and uses. Understand unique revenue generating activities, higher education practices, and fund-type restrictions. Perform ad hoc financial analysis to project revenues and associated costs. This requires the ability to translate qualitative data into financial data and models, apply general financial principles to specific situations, and establish budgeting guidelines for other revenue generating areas at Mines.
   a. Verify the incorporation of projections and adjustments in the quarterly forecast process and 10-year projections.
   b. Communicate the status of other revenue activity to all members of the Budget Office on a regular basis. Communicate and ensure understanding of financial implications.
   c. Ensure the quality and timelines of financial and non-financial data.

5. **Essential (10%) Benchmarking and Ad-hoc Reporting.** Independently develop various standard and ad hoc financial reports for executive management, external state agencies, departmental users, and external benchmarking providers. 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, but are not limited to:
   a. Designing and implementing dashboards.
   b. Extracting, reviewing, scrubbing, and reporting benchmark data.
   c. Assisting campus and/or providing reports using various software including Cognos, Prophix, Rapid Insights, and Tableau.
   d. Coordinating financial reports and data validation functions across campus to ensure streamlined development, validation, and integrity of reports.
   e. Collaborating with the Business Intelligence committee for data management and configuration.
   f. Providing guidance with campus report writers as to develop and validate reports.

6. **Essential (10%) Assist the Budget Director and other budget staff with the implementation of new budget and reporting systems.** 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.

7. **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.

8. Other duties as assigned.
Part 4 – Qualifications:
Require a Baccalaureate degree in accounting, finance or other related field with 1-3 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.

Part 5 – Decision Scope:
1. Oversee the A&O, RTT, and President area operating budgets:
   a. Determine funding source and appropriate treatment for various types of budget adjustments, knowing the many policies governing the different fund types.
   b. Determine which adjustments require additional approval by the Director, Vice President, and/or Board, as well as the process for each type of approval. Recommends major adjustments to the Budget Director, but is able to independently assess the financial environment, as well as determine and implement minor changes as necessary.
   c. Determine whether adjustments are one-time or will have a long-term impact. Work with the Budget Director to incorporate into the long-term projections as necessary.
   d. Determine data required for trend analysis to develop and update budget projections.
   e. Determine the appropriate format and information required for new budget models requested, cost analysis, rate development, and cash flow needs.
   f. Determine the appropriate process timelines to ensure accuracy and timeliness of forecast information.
   g. Determine at the department level whether budget adjustments or accounting corrections are required to mitigate deficits (independently implement or coordinate the changes).
   h. Determine which adjustments are necessary and determine areas for realignment.
   i. Determine and recommend areas for process improvements to streamline tasks and to improve accuracy and consistency of the forecast and budget data.
   j. Determine variance explanations for the areas. Determine the cause of major variances. Determine whether an institutional forecast adjustments or accounting adjustments is required.
   k. Determine whether the Budget Director will require information to incorporate into the long-term budget projection and models.
   l. Determine how accounting data could be reported for more effective management of departmental and institution-wide budgets.

2. Budget and Salary Roll. Equity Pool Coordination:
   b. Determine effective and efficient communication modes to inform stakeholders of budget adjustments for the new fiscal year.
   c. Determine an appropriate and accurate process for reconciling budget entries in Banner to the final budget model.
d. Determine funding source for salary adjustments and proper recording in Banner of each adjustment dependent on source and governing policies for the various funds.

e. Determine what underlying data is available from various sources to develop both routine and ad hoc reports regarding position budgets, other salary and fringe budgets, and salary savings. Determine the best practices for reporting to state and national databases (IPEDS, OHE etc.).

3. Mandated Cost Projections:
   a. Determine data needs, the substance of data, the accuracy of data, and usage of data needed to model and project various scenarios.
   b. Determine short-term and long-term financial impacts on the institution. Determine effective means of communicating financial impacts to all stakeholders.
   c. Determine processes to ensure the quality and timeliness of financial and non-financial data. Determine timelines and deadlines needed to ensure complete and accurate models.
   d. Determine when changes to the projections are needed and provide recommendations to stakeholders and the Budget Director.
   e. Determine how to best track and document procedures, changes, assumptions, decisions, and strategies relevant to the projections.
   f. Determine how to incorporate new predictive and strategic methodology in the projections for new initiatives.

4. Other Revenue:
   a. Determine how to create agile and customizable revenue projection models to accommodate the unique and irregular patterns of other revenue streams.
   b. Determine appropriate costing methods.
   c. Determine timelines and processes for tracking actual activity and updating other revenue projections.
   d. Determine how to incorporate other revenue projections into the quarterly forecast and annual budget request process.
   e. Determine when changes to the projections are needed and provide recommendations to stakeholders and the Budget Director.

5. 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.

6. Assist with the implementation of a new budget and reporting system:
   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.

Part 6 – 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 department 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.
5. The position must have strong, positive, and effective interpersonal skills in order to collaborate with co-workers productively and to promote a team-oriented culture.

Part 7 – Work Environment and Physical Demands
[Replace this box with your text. See Instructions for content.]

Part 8 – Approving Signatures: [See instructions]

Direct Supervisor/Manager Signature
[Signature]
Typed/Printed Name
[Name]
Date
[Date]

Department Director or Manager Signature
[Signature]
Typed/Printed Name
[Name]
Date
[Date]

Additional Signature (if dean or VP requires)
[Signature]
Typed/Printed Name
[Name]
Date
[Date]

Checklist:
- Are all sections completed?
- Are essential functions identified?
- Is form signed?
- Organization chart attached?

Incomplete forms or forms missing signatures or an attached organization chart will be returned to the originating department; only completed forms will be processed.