



## POSITION DESCRIPTION

<b>TITLE:</b>	Budget Analyst	<b>CATEGORY:</b>	Professional
<b>FLSA STATUS:</b>	Non-Exempt	<b>GRADE:</b>	C

**JOB SUMMARY:** Perform budget related activities, including examining and reconciling District budget requests, tracking positions and funding, monitoring budgets and expenditures, preparing various statistical and comparative analyses, processing budget related requests and resolving budget issues.

**In-person work on campus is an essential function of this position.**

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Perform comparative analysis and research to identify discrepancies and inconsistencies in program codes and personnel data. Extract data, compile, and prepare comparative and variance analysis; prepare statistical reports as requested by management. Develop innovative approaches to improve and automate reports through the district's software programs.	30%
2. Develop and maintain monthly salary savings analysis of personnel changes and vacancies using appropriate software. Process salary saving entries, reconcile recruitment pools and balance to the automated system. Update the master salary detail worksheet on personnel changes and vacant positions for each functional area.	20%
3. Review budget head requests for personnel access to designated funds and organization codes in the automated system for processing requisitions and budget inquiries. Establish employee profile, fund and organization code access, and routing queues; create approval queues for new programs and resolve routing queue issues.	15%
4. Examine and reconcile the District's annual budget requests to ensure compliance with the fiscal year's budget procedures and practices. Resolve any discrepancies or inconsistencies with budget heads prior to concluding the budget review. Revise budgets in the automated system throughout the budget development cycle as needed.	10%
5. Monitor budget and expenditures prior to transferring and adjusting departmental budget transfer requests. Assure compliance with budget transfer procedures and proper authorization before processing in the automated system. Assist departments in resolving any budget issues.	10%
6. Review and research personnel requisition data and verify funding availability prior to processing position advertisements in the automated system. Act as liaison between District departments and Human Resources on issues relating to positions and funding. Must exercise independent judgment, follow up on personnel questions, and ensure proper documentation is submitted.	10%

7. Perform other duties as assigned.

5%

**ESSENTIAL QUALIFICATIONS:**

**EDUCATION:** Bachelor's Degree.

**EXPERIENCE:** Three (3) years of related experience.

**SPECIAL CONDITIONS:**

- This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

**SPECIAL SKILLS AND ABILITIES:**

**1. Skills/Abilities:**

- Ability to prepare and interpret budget and expenditure data, various budget analyses, and resolve budget issues;
- Effective interpersonal skills;
- Strong organizational, analytical, and problem-solving skills;
- Experience generating reports;
- Ability to generate and conduct presentations;
- Ability to plan and organize multiple work activities to effectively meet deadlines;
- Effective communication skills, oral and written;
- Ability to develop and maintain successful working relationships with colleagues and management;
- Ability to use a considerable amount of discretion and independent judgment;
- Ability to research and evaluate information; proficient computer skills;
- Knowledge of budgetary practices and procedures;
- Ability to read and interpret written instructions;
- Effective organizational and interpersonal skills.

**2. Equipment Used:** Personal computer and a variety of equipment associated with a general office environment.

**3. Software Used:** Microsoft Outlook, Excel, PowerPoint, Word, Adobe Reader, Snag it, Spreadsheet Budgeting, Access, and Banner Enterprise Resource Planning System (ERP).

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, use hands to handle or feel, reach with hands and arms, and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**INTERPERSONAL SKILLS:**

Courtesy, tact, and effectiveness in order to communicate with fellow workers, supervisors, and other members of the organization to request or transmit information, ask questions, get clarification, and exercise tact.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

*I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.*

*X* \_\_\_\_\_  
*Employee Signature* *Date*