

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2014**

BUDGET ANALYST

FLSA STATUS: EXEMPT – PAY GRADE: 19 – P

JOB FAMILY: FISCAL SERVICES JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Budget Analyst performs a wide variety of professional level budget analysis and development duties involving the preparation, administration, maintenance, and College's budget. The Budget Analyst will maintain specialized financial records and statistics and prepare financial reports; advanced level analytical and consultative duties to College departments.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Gathers, assembles, and formats data and prepares preliminary analysis for budget preparation; assists in preparation and presentation of preliminary and final budget documents; prepares budget presentation materials; maintains data and systems for budget tracking and reporting and generates reports; assists College departments with issues related to funds availability, fund transfers and budget compliance.

Prepares and participates in the preparation of the College's annual budget, including analysis and estimates of expenditures; analysis and projections of revenue; review of intra-department requests and sub-budgets; recommendations on allocations of funds, personnel and account coding.

Develops expenditures and revenue forecasts; prepares baseline budget and revisions as needed; analyzes, evaluates and processes budget proposals; reconciles appropriation by source of funding; prepares and processes transfer of budget allotments.

Review and consult with department management staff on final budget preparation and presentations; provides budget information, instruction and assistance to the appropriate supervising administrator.

Analyzes proposed legislation to determine funding impact on College programs.

Conducts studies of new and existing programs and special projects to determine feasibility, resolve problems including organizational, budget and fiscal research and analysis; analyzes proposed legislation to determine funding impact on College programs.

Assists in the management of the College budget by evaluating existing and proposed organizational structure, policies and procedures.

Analyzes and evaluates requests from department personnel for changes in budget allocations throughout the fiscal year; makes recommendations and obtains final approval for changes.

Prepares narrative, graphical and statistical reports with alternative solutions for resolving issues; uses computer software to develop and maintain databases and spreadsheets and prepares correspondence and other written materials.

Prepare a range of budgetary and fiscal analyses in support of the College's budgetary planning and fiscal operations. Perform a variety of independently technical and analytical functions in the areas of budgetary analysis

Conduct financial, statistical and analytical assessments, including financial modeling, revenue/cost forecasting, and risk/return analyses, and prepare and assist in the preparation and reporting of financial reports.

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Develop and distribute complex financial reports.

Analyze and provide complex financial reports to provide management with information necessary to make financial decisions.

Analyze data and prepare financial projections for the institutional budget and other decision-making purposes.

Provide support in the creation of the budget material submitted to the Board of Trustees and the State of Florida Department of Education.

Compile and arrange data from diverse sources into report format.

Prepare and/or approve complex general ledger journal entries.

Prepare and/or approve complex department requisitions.

Perform related duties as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Finance or related field from an accredited institution supplemented by five (5) years of progressively responsible accounting functions experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc.. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

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Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 06/2014