

Sam Houston State University Human Resources

Staff Classification Description – Budget Analyst

Skill Category: Professional
Position (Employee) Class: 3N371 (E1)
Grade: 15
Date: 11/2014

Department: Budget and Operations

Educational & Experience Requirement: Bachelor's degree in Finance, Accounting, Business Administration or a related field. Master's Degree preferred. Three years of experience in budget analysis, forecasting, reconciliation and preparation, administration operations or experience in a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Develops annual operating budget. Reviews and enters signature authority, budget adjustments, personnel action forms, and travel. Provides administrative support to the Director of Budget and performs institutional budgetary analysis.

Supervision Given & Received: Works under minimum supervision of the Director of Budget and may provide supervision to others.

Primary Responsibilities: Provides guidance and assistance to university personnel with regard to departmental Fund, Org, and Programs (FOPs). Monitors FOPs for negative balances and works with departmental personnel to correct related problems. Monitors and analyzes university salary and wage accounts and completes budget transfers to move unspent salaries to salary savings FOPs. Funds salary accounts that are over expended due to approval for hires over the budgeted amount. Performs evaluations as needed to aid in budget decisions such as formula funding analyses, revenue forecasting, and budget versus actual comparisons. Enters journal vouchers for all budget transfers between different funds. Enters budget transfer vouchers as needed. Monitors budget on Federal Funded Grants and State Grants.

Completes the state Automated Budget and Evaluation System of Texas/Uniform Statewide Accounting System (ABEST/USAS) reconciliation in the ABEST system quarterly. Completes the quarterly fund balance report for the Board of Regents meeting. Completes Yearly Non-Taxed Collected Revenue Survey for the Legislative Budget Board. Assists in the preparation with the Legislative Appropriation Request. Assists in collecting the Data for new initiative requests, fixed cost and Higher Education Assistance Fund (HEAF). Prepares the budget entry for the quarterly earning distribution. Uses reporting tools to pull fee data and longevity information to enter during the budget process. Interprets and explains University policies and procedures related to institution and department budgets. Prepares and analyzes various special, quarterly, monthly, and ad hoc reports. Prepares the Annual Budget Book and Legislative Appropriation Request. Identifies and incorporates continuous changes in federal and/or state policies and procedures, ensuring University and department compliance. Provides accurate, timely entry of budgetary transactions, including Personnel Action Forms and position control changes, to ensure funding is available. Oversees a variety of complex special projects. Designs and develops automated reporting solutions to support management decision processes. Performs other related duties as assigned.

Other Specifications: Knowledge of, or the ability to learn University policies and procedures. Knowledge of accounting procedures and methods, and the ability to apply them to difficult or complex situations. Position requires skill in using computer applications including spreadsheet, database, and word processing software, with accuracy in all phases of work. Organizational skills in managing projects simultaneously while maintaining a satisfactory work product. Ability to identify problems, evaluate alternatives, and implement effective solutions. Ability to communicate effectively in both oral and written form. Ability to compile, organize, interpret, and communicate financial data and results in a concise format. Ability to explain policies and procedures to staff and the public. Ability to establish and maintain a good rapport with university faculty and staff, students, and the general public. Ability to work with and maintain confidential information. Ability to set priorities and complete assignments on time. Ability to learn office and university-specific software. Ability to work independently and make decisions within the framework of broad goals and objectives.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.