



Budget Analyst

Job Code: 0495

Salary Grade: S08

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for providing professional-level assistance to the Budget Office to evaluate business, operational, and technology practices and processes in order to enhance the quality and delivery of services to the University. Assists with implementation of specific budgetary functions, to include but not limited to comparative and analytical report production and assisting with preparation and production of the annual operating budget.

- Assists the Budget Office to perform analysis of operations management information and transactions and provides interpretation of trends. Assists the Budget Office to identify opportunities and explore new approaches for process improvement and innovation, operational efficiencies and savings which may include re-engineering existing business processes, redesign of workflow, and recommend feasible IT solutions.
- Assists with integrating processes and roles within the organization to maximize operating results. Assists with launching and managing process optimization and redesign projects and other performance enhancement initiatives.
- Assists with aligning business strategies with processes so that strategies are more quickly implemented and objectives achieved. Assists the Budget Office with creating viable process transition plans that detail how the organization will effectively move from the present to the revised state. Assists with coordinating cross-functional efforts to focus on core process performance, strategic objectives, and customer satisfaction.
- Assists with preparing analytical and statistical reports including budget data analysis, comparative studies, FTE reports, budget data projections, and State Regents reports for internal and external use. Assists with preparing and producing the Annual Needs Request document for presentation to the University and State Regents through the design and use of customized electronic spreadsheets
- Assists with coordinating and overseeing the guideline preparation, scheduling, on-line data entry and verification, and production of Annual Operating Budget and associated increase analysis reports. Assists with verifying and approving funding on appointment and change of status forms as well as budgetary transfers. Interfaces with Budget Unit Heads and Dean's Offices campus-wide to communicate procedures, problems, or provide assistance, which can be rendered by the Budget Office.
- Perform various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's Degree in Accounting, Finance, or other business-related field.

Equivalency/Substitution: Will accept 48 months experience in lieu of Bachelor's Degree for a total of 60 months experience in auditing, budget, or other business-related position.

Experience:

Required: 12 months experience in auditing, budget, accounting, or other business-related position.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Strong analytical, problem solving, decision making, interpersonal, communication and project management skills
- Significant exposure to various operational and managerial workplace models
- Well-developed numerical skills, including the ability to perform complex financial analyses
- Sound understanding of the principles of finance, valuation techniques, and financial statement analysis
- Working knowledge of the technology marketplace and of available technology products and business solutions
- Fluent PC skills, including the ability to utilize basic office and various other analytical software applications

Working Conditions

Physical:

Sitting for prolonged periods. Manual dexterity. Use of a computer and answer telephones.



JOB DESCRIPTION

The UNIVERSITY *of* OKLAHOMA

Environmental:
Standard Office Environment.

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