



Classification Description

Job Title: Budget Analyst

Pay Grade: 111

Job Code: 3331

FLSA Status: Exempt

Job Purpose

Performs professional work involving accounting, budgeting, financial tracking and analysis, and financial controls relating to Florida SouthWestern State College and FSW Collegiate High Schools.

General Responsibilities

Essential Functions

Prepares and distributes documents and schedules to support the budget planning and development process. Provides training and technical assistance to the staff who are researching and preparing department budgets.

Facilitates and prepares budget transfers.

Reviews expense and other requisitions for compliance with applicable standards, rules and regulations, and approved budgets. Analyzes variances and resolves issues with department heads.

Works in conjunction with the Academic Deans and Program Directors in the development and maintenance of the Course Fee Budgets for the correspondent disciplines.

Coordinates and develops the Continuing Education Program budgets, as well as prepares and distributes schedules and reports to the Program Directors showing the financial position of each program.

Coordinates input of budget data. Implements procedures for specialized budgets. Analyzes budget reports to assure expenditures do not exceed budget.

Reviews adjunct/overload budgets to monitor budget usage and works with School Dean's to transfer funds as needed.

Provides technical support to departments accessing the appropriate screens in the Banner system. May assist departments in cost-benefit analysis of project, program, and related proposals.

Assists Director of Budget in the maintenance of position budgets, including personnel budget transfers and activation of new positions in coordination with Human Resources.

BUDGET ANALYST

Assists with the budget development process for the College and Collegiate High Schools by facilitating certain aspects of its preparation and execution. Assists the supervisor in the advisement of administrators on preparation and interpretation of budget items.

Provides assistance with budget analysis related to private grants.

Participates in the preparation of period financial statements, including variance analysis, for administrators.

Works with both state and external agency auditors for respective funding sources. Provides necessary information as requested.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in business, finance or other related field.

Two (2) years related full-time professional work experience with emphasis on budget analysis. Appropriate combination of education and experience may be substituted.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.

BUDGET ANALYST

- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: January 25, 2010. Revised: February 15, 2011, April 16, 2013, May 23, 2013, June 22, 2016, January 1, 2020, January 10, 2022, and January 31, 2022. Revised: July 1, 2023.