Classification Description

Job Title: **Budget Analyst** **Pay Grade:** **110**

Job Code: **3331** **FLSA Status:** **Exempt**

Job Purpose

The Budget Analyst provides important support to FSW's financial health and operational efficiency. This position plays a crucial role in the accurate preparation, monitoring, and analysis of budgets, ensuring compliance with regulatory standards and optimizing resource allocation. By collaborating closely with various departments, the Budget Analyst enables informed decision-making, facilitates fiscal responsibility, and contributes to the College's commitment to providing quality education and services to our students and community.

General Responsibilities

Essential Functions

Assists with the budget development process for the College and FSW Collegiate High Schools by providing support to the supervisor in certain aspects of its preparation and execution.

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

Prepares and enters 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.

Reviews budget overages on a monthly basis and takes steps to adjust budgets in order to prevent future overspending.

Assists the supervisor in the maintenance of position budgets, including personnel budget transfers in the Position Budget module in Banner.

Monitors and assesses adjunct/overload budgets, taking necessary actions to manage fund allocation and liaising with School Deans for fund transfers when required.

Works in conjunction with the Academic Deans and Program Directors in the development and maintenance of the course insurance/application/patient fee budgets for the corresponding disciplines.

Assists with the development of 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.

Creates and distributes monthly department analysis reports using Spreadsheet Server.

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

Assists with the input of budget data. Prepares worksheets to be used for submission into Banner.

Provides technical support to departments accessing the appropriate screens in the Banner system.

May assist supervisor in cost-benefit analysis of project, program, and related proposals.

Performs budget analysis related to private, state and federal grants, ensuring compliance and optimizing resource utilization.

Ensures Time and Effort reporting is being completed accurately and on time.

Assists with the preparation of billing for external grant reimbursements and when applicable prepares invoices with the appropriate documentation as required by the external agency.

Prepares monthly billing for Foundation funds reimbursements, creating invoices and providing appropriate documentation, as well recording payments to appropriate funds.

Prepares monthly reconciliation of Academic Improvement Trust Funds (AITF) and requests and tracks reimbursement from FSW Foundation.

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 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 related field.

Two (2) years of related full-time professional work experience with emphasis on budget analysis. An 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.
- 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.
- 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: February 8, 2025.