

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026**

BUDGET ANALYST

FLSA STATUS: EXEMPT – PAY GRADE: 19 – P

JOB FAMILY: FISCAL SERVICES

JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Budget Analyst is a technical professional role responsible for executing and coordinating complex activities within the College's budget development, monitoring, and analytical processes. This position applies advanced technical and analytical skills to support the operation of the enterprise internal budgeting system, reconcile complex financial data, and identify and resolve discrepancies. The Budget Analyst provides advanced analytical support and data-driven insights that enhance operational effectiveness and inform decision-making for college departments.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Serves as primary administrator for the College's internal budgeting system, responsible for day-to-day system administration, data integrity, ongoing maintenance, and user support. Collaborates with leadership on operational requirements to ensure accurate and efficient budget system performance.

Serves as a subject matter expert and conducts training for users participating in the budget process on the college's budget system.

Creates and maintains the Master Budget file by consulting with stakeholders, analyzing historical data, and developing revenue and expenditure forecasts for the college's annual budget.

Analyzes proposed legislation to determine its impact on college program funding and implements budget processes required to ensure ongoing compliance and financial integrity.

Prepares budgetary and fiscal analyses related to personnel costs to support collegewide budget planning, personnel tracking, and informed decision-making, including analysis of organizational structures, policies, and procedures.

Assists in preparing preliminary and final budget documents, including presentation materials for the Board of Trustees and the State of Florida Department of Education.

Manages the integrity of the personnel budget by reviewing and evaluating position changes, new positions, and departmental reorganizations; ensuring alignment of position and funding data and identifying, investigating, and resolving discrepancies to maintain accurate personnel budget controls.

Acts as a functional liaison to ensure consistency across operational areas regarding budget and position activity. Coordinates budget-related activities with Finance, Payroll, and Human Resources to support position changes, personnel funding actions, and timely system updates.

BUDGET ANALYST - PAGE 2

Ensures accuracy, integrity, and reconciliation of budget, payroll, and position control data by reviewing transactions, resolving discrepancies, and verifying alignment across enterprise systems.

Maintains accurate student activity and auxiliary revenue and expense projections, and monitors and approves budget transfers and requests for additional funding across all funds to support sound financial planning and control.

Performs duties supporting internal stakeholder budgetary requirements to provide support to student-centered functions and services.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Business Administration, Finance, or a related field from a regionally accredited institution and five (5) years of progressively responsible accounting functions experience. Experience supporting enterprise budgeting or financial systems, including data validation, report generation, and process execution. Advanced proficiency in Microsoft Excel, including use of formulas, data analysis, and reporting; working knowledge of Outlook, Word, and PowerPoint.

PREFERRED QUALIFICATIONS

Experience with business intelligence, analytics, or workflow tools used in budget or financial system support. Experience coordinating budget activity across Finance, Payroll, and Human Resources functions.

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.

BUDGET ANALYST - PAGE 2

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.

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: 6/12/23

Revised: 05/04/2026