

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

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 professional level accounting position dealing with high-quality, time-sensitive accounting activities. The Budget Analyst performs a wide variety of professional-level budget analyses and development duties involving the preparation, administration, and maintenance of the college's budget. The Budget Analyst maintains specialized financial records and statistics, prepares financial reports, and performs advanced-level analytical and consultative duties for various college departments.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Manages and maintains a detailed collegewide personnel budget, including accounting for changes in compensation, benefits elections, new positions, vacant positions, and re-organizations.

Reconciles the General Ledger pay against positional data and master personnel file. Identifies, investigates, and resolves discrepancies.

Manages data, software, and systems; develops, updates, and maintains databases, templates, and spreadsheets for budget tracking and reporting; analyzes and audits systems to identify areas of improvement; ensures compliance with established policies and procedures when making recommendations for improvement; and administers and implements approved process improvements.

Creates the Master Budget file by consulting with staff and stakeholders, analyzing data, and developing revenue and expenditure forecasts, and prepares accurate financial projections for the College's annual budget. Assists in the preparation and presentation of preliminary and final budget documents, including the development of budget presentation materials submitted to the Board of Trustees and the State of Florida Department of Education. Ensures accuracy, completeness, and adherence to established guidelines in these submissions.

Analyzes proposed legislation and determines impact on funding for college programs and provides valuable insights for decision-making and resource allocation.

Conducts training for new users of the college's online budgeting program – Strategic Planning Online (SPOL).

Assists in the management of the college budget by evaluating existing and proposed organizational structure, policies, and procedures for effectiveness and efficiency and making recommendations for improvements. Ensures the accuracy and integrity of the personnel budget.

Assists college departments with issues related to funds availability, funds transfers, and budget compliance; prepares and processes transfer of budget allotments upon obtaining the proper approvals and authorizations.

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

Performs related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Finance, or a related field from an accredited institution supplemented by five (5) years of progressively responsible accounting functions experience.

PREFERRED QUALIFICATIONS

Proficient in Microsoft Office suite, particularly Excel (advanced), Outlook, Word, and PowerPoint.

Experience in analyzing, evaluating, communicating, and presenting budgets, organizational structure, financial information; and accounting and financial management policies, practices and procedures. Experience utilizing strong analytical skills, attention to detail, problem-solving, working independently, prioritizing tasks, meeting deadlines in a fast-paced environment, and working with all levels of management.

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.

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