

## **BUDGET OFFICER \***

### **Function of Job:**

Under administrative direction of the Director of Budgeting, to serve as primary budget liaison with campuses, with responsibility for providing day-to-day management guidance for all USNH operating budgets and for designing and maintaining web applications.

### **Characteristic Duties and Responsibilities:**

1. Be responsible for control of operating budget preparation cycle and maintenance of subsequent balanced budget through diagnostic review of budget change requests and personnel transactions.
2. Reconcile differences between Payroll, Personnel and Budget files and ensure completion of necessary follow-up transactions.
3. Assist with the development of annual operating budgets, and assist in the development and production of the Biennial Budget Request to the State Legislature.
4. Prepare data for Annual Budget Books and Salary Schedule.
5. Prepare periodic reports and analysis of budget changes for USNH executives, Trustees and for the Governor.
6. Conduct in-service training for campus personnel with financial responsibilities and serve as primary resource for related inquiries.
7. Perform special assignments involving research in budget operations, analysis of data, and preparation of charts, graphs and position papers.
8. Serve on various committees and other groups functioning to improve financially related systems or reports.
9. Supervise staff.
10. Program and maintain USNH webserver environment as assigned.
11. Perform related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree in field related to financial management and four or more years of related experience.
2. Experience working with financial information systems.
3. Ability to communicate effectively and explain financial matters clearly to individuals of varying backgrounds.
4. Working knowledge of programming concepts and database design.
5. Ability to independently collect, process, organize and analyze data through effective use of computer resources.

### **Additional Desirable Qualifications:**

1. Experience in an institution of higher education and understanding of System Office functions.
2. Experience beyond minimum requirements.
3. Supervisory skills.

11/13/98  
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System Approval

10/26/98  
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Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

