

COLLEGE BUDGET COORDINATOR*

Function of Job:

Under general direction of the institution's chief budgeting officer, maintain campus budget and oversee accounting functions, analyze and review budgets, propose changes in distribution and allocation of campus resources, and serve as campus liaison to USNH finance and budget offices and committees.

Characteristic Duties and Responsibilities:

1. Lead the campus budget preparation process, including assisting departments with budget development, evaluating various budget options, and analyzing costs.
2. Responsible for current year budget analysis, including preparing budget documents for campus distribution, day-to-day administration, and monitoring of all budget changes, ensuring that accounts are in balance, preparing adjustments as needed, and approving requests to transfer funds or create new accounts.
3. Develop and maintain campus-wide financial databases and reports to monitor expenses and provide historic trends; develop customized reports for campus administration as required.
4. Serve as primary liaison with System Finance and Budget Offices; respond to inquiries and prepare Trustee reports for the campus as assigned.
5. Conduct training for staff in budget processes, financial policies, accounting, and budget transaction processing, and serve as primary resource for related inquiries.
6. Serve as campus resource for financial system implementation and up-dates and business process development and review.
7. Oversee salary increases for proper allocation of related funds.
8. Supervise, train, evaluate and assign work to staff and work study students as assigned.
9. Research campus-wide accounting issues and financial problems.
10. Serve on various committees and task groups as assigned.
11. Perform other special assignments as directed by the campus administration, which may involve budget research and analysis of data.
12. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in accounting, business, or related field and seven years of experience in finance and budget management, or master's degree and five years experience.
2. Knowledge of statistics, AICPA and NACUBO guidelines, applicable state/federal legislation, and computerized financial accounting systems.
3. Communication and interpersonal skills.
4. Analytical ability and organizational skills.

Additional Desirable Qualifications:

1. Experience in an institution of higher education.
2. Certified Public Accountant credentials.

1/24/00

System Approval

1/24/00

Effective Date

*Revised-original approved 9/10/76 as Assistant Budget Officer and revised 2/26/80 and 1/9/84, revised as Budget Coordinator 10/30/91.

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.

