

FINANCE AND BUDGET ANALYST *

Function of Job:

Under general supervision of the designated administrator, assist in the development of short and long range financial and budgetary data; provide analysis, advice, and counsel regarding finance and budget matters; participate in budget planning processes; monitor revenue and spending as assigned; prepare reports, and contribute to projects such as those related to benchmarking and process improvement.

Characteristic Duties and Responsibilities:

1. Administer budget activities, such as assisting with the preparation of and gathering of data for annual and biennial operating budgets and reports, and preparing, reviewing, and/or approving budget entries in financial information system.
2. Assist various units in interpreting financial and budget reports, analyzing data, and planning budgets and assisting units in projecting costs on proposed new or expanded programs.
3. Using historical trend and other data as appropriate, prepare financial forecasts as basis for planning and decision making both for the institution and individual units.
4. Prepare and maintain in a standardized fashion, historical trends with respect to institution's financial and related characteristics and make recommendations for the future.
5. Analyze cost data, accounting/budget status reports and initiate or recommend corrective action or alternatives as appropriate.
6. Perform special assignments, research projects, and prepare focused analyses as directed.
7. As assigned, serve on finance information system training team and provide training to staff regarding policies, regulations, and budgetary practices, procedures, and business practices.
8. Assist with finance information system upgrades and implementations of new modules/tools.
9. Coordinate and work with grant personnel in development and maintenance of standardized data relating to allocation and recovery of indirect costs.
10. Perform simulation and modeling from an analyzed financial data base to assist with future planning.
11. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in Business Administration, Public Administration, Accounting or related field.
2. Three years of related experience in business office or budget office.
3. General knowledge of use of fund accounting and budgeting in educational or similar institutions.
4. Computer skills as required by department.

Additional Desirable Qualifications:

1. Master's degree in Business Administration.
2. Experience at an institution of higher education.

10/10/08
System Approval

9/29/08
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.

* Revised - Original approved 9/10/76, revised 2/26/80 and 1/6/84.