AUBURN
Human Resources

Budget/Financial Analyst

Job Description

JOB INFORMATION

Job Code	AA68
Job Description Title	Budget/Financial Analyst
Pay Grade	FO10
Range Minimum	$60,970
33rd %	$75,190
Range Midpoint	$82,300
67th %	$89,420
Range Maximum	$103,640
Exemption Status	Exempt
Organizational use restricted to the following divisions	112 AVP, Budgets & Business Operations
Approved Date:	3/18/2021 2:13:03 PM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Accounting & Finance

JOB SUMMARY

Prepares and analyzes budget data and reporting at the institutional level, as well as for the colleges/units.

RESPONSIBILITIES

- Assists in the development of the annual budget.
- Prepares and analyzes quarterly management reports and reports distributed under Strategic Budget Initiative (SBI).
- Assists in developing long-term financial models to perform revenue and expense forecasting to support the goals and strategic plan of the University.
- Maintains SBI model documents to produce allocations, variables, and reporting.
- Prepares Postsecondary Operations Plan, Legislative Budget Request, ACHE Needs Assessment, and any other ad hoc request by survey groups, Governmental Affairs, or other entities.
- Serves as budget manager for select central units by meeting with and informing unit leaders of financial positions at certain times of the year.
- Prepares statistical analyses in support of performance metrics under the SBI.
- Reviews, analyzes, approves, and prepares budget transfers and other accounting allocations.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Accounting, Finance, or a Degree plus a CPA	and	4 years of	Experience in reporting, financial analysis, and budgeting within a large organization. Experience must show progressively increasing levels of responsibility and accountability.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of generally accepted accounting principles, budget principles specifically responsibility center management, cost accounting principles, and tools related to resource allocation.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Public Accountant (CPA)	CPA is required if Degree is not in Accounting or Finance.	Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.