

# Classification Specification: Budget Analyst

Classification Number: 63221  
Effective Date: April 4, 2014

Pay Grade:  
Current Exemption Status: Nonexempt

## Position Summary

Monitors and performs a variety of budgetary functions for the department. Investigates and resolves problems related to budgets and personnel data by collaborating with vendors, college offices, and other departments on campus. Prepares and maintains all personnel related documents. Gathers and analyzes data, and oversees the processes associated with a variety of reports.

## Essential/Primary Duties

- Gathers and analyzes data for a variety of uses. Collaborates with departments and college offices to verify accuracy of data. Coordinates program changes by working with department on data and reporting requirements.
- Coordinates the sick leave payouts for faculty upon retirement.
- Updates and maintains manuals on the website. Acts as point person for questions. Works closely with the department on the e-signature and other processes.
- Prepares report of personnel changes for quarterly submission. Verifies data, contracts, promotion and tenure lists, new faculty lists, and other personnel resources.
- Collaborates with colleges and departments on projects to enhance personnel data collection efforts.
- Enters budget adjustments in the financial system as needed to permit the reallocation of funds. Investigates problems associated with entries to ensure accuracy.
- Handles and maintains all personnel-related data and processes, including employment contracts, addenda, and supplemental payments. Assists with annual salary process, distributes salary sheets to all divisions and colleges, serves on committees to implement procedures.
- Investigates and resolves issues related to a variety of budget transactions. Develops training materials, writes procedures, and provides training and assistance.
- Orders supplies, pays invoices, prepares and monitors disbursements, and maintains supporting documents for purchases.

## Experience and Education

### Experience

- One to two years related experience required

### Education

- Some college coursework required

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## Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

## Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

## Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to communicate clearly verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports, and modify data in financial system(s)
- Ability to access and maintain document imaging systems including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence

## Supervisory Responsibility

### Full-Time

None

### Part-Time

None

## Providing Direction

### Full-Time

None

### Part-Time

None

## Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.