

# Classification Specification: Sr. Budget Coordinator

Classification Number: 66512  
Effective Date: April 4, 2014

Pay Grade:  
Current Exemption Status: Nonexempt

## Position Summary

Manages fiscal operation for a department or area, including evaluation and coordination of budgets and budget programs. Maintains expenditure control and fiscal accountability. May also manage budgets for multiple or significant projects.

## Essential/Primary Duties

- Ensures the accuracy and legitimacy of all expenditures in department budgets by reviewing transactions, budget reports and on-line accounts. Investigates discrepancies, and requests adjustments. Works with other departments to identify system issues and facilitate corrections. Advises department regarding budget projections and expenditures and makes budget decisions. Analyzes projected maintenance costs and suggests replacement schedule.
- Tracks budgets for projects through many levels of approval, verifying the funding source, and following the project from receipt through to project completion.
- Participates in the evaluation of new projects or programs. Creates and processes needed documents. Acts as liaison on projects or programs.
- Generates monthly and quarterly reports, reconciling budget transactions to report on revenue and expense projections, budgetary and financial statuses. Generates and modifies annual budgets. Serves as department representative on University budget committees.
- Provides training and direction to student employees. Coordinates internal and external meetings as needed.

## Experience and Education

### Experience

- Two to three years related experience required

### Education

- Some college coursework required

## 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.

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## Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, 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 systems
- 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 select, hire, schedule and provide formal feedback.