

JOB INFORMATION

Effective Date	9/6/2022
Job Code:	3140
Job Title:	Budget Analyst
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Finance & Accounting
Job Family:	Budget & Planning
Job Summary	The Budget Analyst compiles financial and institutional data by extracting and defining relevant information. Assists in the preparation of the Annual Operating Budget by monitoring, collecting, extracting, and analyzing data. Provides guidance to business administrators in the development of departmental operating budgets. Maintains institutional financial integrity by ensuring all funds and ledgers are balanced and university operating and reserve cost centers are maintained. Enforces institutional positional control through application of budget policies and procedures.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Bachelor's degree in Business or a related field.	Required	
Bachelor's Degree	Bachelor's degree in Finance or Accounting.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Minimum one year of job related experience.	Required	
Some	Experience working in Texas Higher Education and experience working with PeopleSoft and Hyperion systems.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Working knowledge of an Enterprise Resource Planning System.	Skilled
• Knowledge of basic Accounting and Budgeting principles.	Skilled
• Knowledge of best practices for business and how to research.	Skilled
• Advanced skills in Microsoft Excel, Word and Adobe Acrobat Pro.	Skilled
• Strong analytical and problem solving skills.	Skilled
• Excellent interpersonal and organizational skills.	Skilled
• Ability to understand, apply and comply with applicable federal, state and university requirements.	Skilled
• Ability to collaborate, communicate and work well with a team or others in multiple areas.	Skilled
• Ability to extract data from an enterprise resource planning system, and translate data into financial reports.	Basic
• Ability to maintain confidentiality.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Reviews and approves budget journal entries for the university. Prepares budget entries for the Budget Office. Prepares fund equity journal entries as needed.	20%
• Performs budget reconciliations on a monthly basis, and identifies differences and corrects issues as they arise.	15%
• Assists with the preparation of the Annual Operating Budget, and inputs data into the Hyperion and state reporting systems.	15%
• Prepares, analyzes, and submits the quarterly ABEST/USAS reconciliation and the quarterly FTE report for the university.	10%
• Inputs data entries into Hyperion and other state reporting systems.	10%
• Prepares monthly reports for executives or other staff upon request.	10%
• Supports business operations training through coordination and documentation.	5%
• Prepares and conducts quarterly reviews of budget and business operations with business administrators, and tracks key performance indicators.	5%
• Maintains and updates policies and procedures, and updates the budget office website as needed.	5%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description