

## HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3035

BUDGET ANALYST I

**Abolished Effective February 10, 2006**

### CLASS SERIES CONCEPT

Perform professional budget analysis duties in accordance with Generally Accepted Accounting Principles (GAAP) and OFM regulations. Use and modify complex computer budget models to make budget projections and allotments in developing and administering operating or capital budgets for an institution.

### BASIC FUNCTION

Perform professional budget analyses in the development and monitoring of institution budgets. Use computer information systems to compile, analyze and interpret data used in institution budget decision-making. Advise departments on budget policies and procedures. Develop recordkeeping procedures to effect more efficient budget reporting at the department level or in area of responsibility.

### DISTINGUISHING CHARACTERISTICS

Under general supervision, perform professional budget analyses to compile and interpret fiscal data used in the development and monitoring of the institution's internal budgets. Participate in the preparation of the institution's biennial budget requests, and prepare complex automated and/or manual reports.

### TYPICAL WORK

Use complex computerized systems to extract, summarize and evaluate fiscal data;

Assist, advise and train institution personnel regarding budgetary policies and procedures;

Maintain complex computerized systems, such as, input journal vouchers, edit journal vouchers and upload to computer information accounting system; review activity for accuracy and completeness;

Develop recordkeeping procedures to effect more efficient budget reporting at the department level or in area of responsibility;

Participate in reconciling and tracking the status of budgeted funds;

Participate in the preparation of biennial budget request including reviewing, analyzing and summarizing fiscal data; resolve inconsistencies in budget request with originator;

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Prepare technical reports from various sources on such topics as allocations, appropriations, etc., to enable institution administrators to monitor the institution's budgets; develop spreadsheets to evaluate information;

Review, analyze and interpret internally generated reports from various computerized sources;

Perform related duties as required.

#### MINIMUM QUALIFICATIONS

A Bachelor's Degree with major study in accounting, business administration or related field,

OR

equivalent education/experience.

New Class: 1-3-73

Revised Class/MQ: 6/5/92