The University of Texas at El Paso

Job Overview			
Job Title	Senior Budget Analyst	**FLSA Status**	Exempt
Job Code	19175	**Creation Date**	December 15, 2010
Department		**Revision Date**	October 30, 2015

Position Details	
Purpose	Under minimal supervision and with considerable latitude for the use of initiative and independent judgment, performs advanced budget preparation and analysis work. Work involves overseeing the planning, organizing, coordinating, and evaluating of budgetary activities and performance measures. May assign and/or supervise the work of others.
Duties and Responsibilities	Tracks, monitors and analyzes data to ensure proper allocation, use and status of funds, and reconcile and resolve data discrepancies and address funding issues and/or insufficient budgets primarily related to positions. Applies advanced budget analysis techniques to track, monitor and report information to make appropriate recommendations to management. Complies, analyzes, disseminates and presents budget and financial data. Develops financial projections. Conducts adhoc analysis and reporting requiring strong problem solving ability in the course of budget and related operational processes on a daily basis (i.e. PeopleSoft ERP modules). Reviews, monitors and processes budget transfers, budget adjustments and positon management center related changes for funding appropriateness and in accordance with established policies and procedures. Researches and resolves problems regarding funding source, cost issues, budget categories, insufficient funds etc. Assists in the analysis and preparation of annual budget documents and provides technical expertise regarding the institution's budget system. Assists in the design, implementation and delivery of training on budgeting and financial management reporting processes and system. Complies with applicable law, regulations, policies and procedures employing sound financial and business practices and appropriate internal controls.

Duties and Responsibilities Continued	Provides assistance in the gathering, recording and analysis of data to support the Legislative Appropriations Request and other legislative or administrative request. Identifies change opportunities, recommends and implements business process changes to improve work efficiencies and effectiveness that will contribute to the achievement of the business goals and objectives. Performs special studies research and analysis of financial issue providing recommendations for courses of actions. Determines proper handling of financial transactions; monitors compliance with generally accepted accounting principles and University policy and procedures. Assist in the development implementation and monitoring of accounting system and accounting system and accounting controls. Conducts studies and submit recommendations for improving the University's accounting operation. Collects appropriate data and prepares federal, state, and local reports. Knowledge of all Microsoft Office software and able to learn and use institutional software systems. Complies with all State and University policies. Other duties may be assigned. Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.		
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee must occasionally lift and move up to 10 pounds.	**Work Environment**	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Qualifications			
Minimum Education Required	Bachelor's degree in Business Administration, Finance, Accounting or a related field from an accredited institution	**Minimum Experience Required**	Five years related experience to the statement of duties and responsibilities
Preferred Education Required		**Preferred Experience Required**	Experience in PeopleSoft Commitment Control or Commitment Accounting. Hyperion Essbase Planning and On Line Analytical (OLAP) Reporting Tools. Experience working with EPR systems (ORACLE/PeopleSoft) finance and/or human capital management.
Core Competencies			
Quality of Work	Knowledge Responsiveness Accountability Customer Services Accuracy Commitment	**Productivity**	Analytical Thinking Prioritization Problem Solving Completion of Job Assignments Works Independently Initiative/Proactive
Reliability	Adaptability Trustworthiness Dependability Supportive Integrity Attendance	**Teamwork**	Collaboration Interpersonal Skills Networking Communication Contribution
Position Specific Competencies			
1		**4**	
2		**5**	
3		**6**	
Equal Opportunity/Affirmative Action Statement			
The University of Texas at El Paso is an Equal Opportunity / Affirmative Action Employer. The University does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, veteran status, or sexual orientation and gender identity in employment or the provision of services.			

Note: The primary accountabilities above are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed above. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Additional Information