



**University of Texas at El Paso
Job Description**

Job Code: 19173
Job Title: Budget Analyst I
Department: Budget Office
Reports To: In accordance with specific departmental policies
FLSA: Exempt
Prepared by: Human Resource Services
Creation/Revision: October 30, 2015

Summary: Under general supervision and with limited latitude for the use of initiative and independent judgment, performs moderately complex budget preparation and analysis work. Work involves preparing, reviewing, and analyzing budgets and performance measures; and monitoring budgets and program performance. May train others.

Note: The primary accountabilities below 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 below. 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.

Statement of Duties and Responsibilities:

Complies and analyzes financial information to prepare entries to accounts in the University's general ledger.

Allocates expenditures, encumbrances, receipts, receivables, etc., based on reports and schedules.

Conducts adhoc reporting and analysis requiring problem-solving ability in the course of budget and related operational processes as needed.

Assists department in resolving funding problems regarding funding sources, cost issues, budget categories, account balances/insufficient funds, etc.

Provides assistance in the gathering, recording, and analysis of data to support the Legislative Appropriations Request and other legislative or administrative requests.

Allocates expenditures, encumbrances, receipts, receivables, etc., based on reports and schedules.

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.

Review and process documents for appropriate position funding (i.e. position front end documents) and related budget transactions; monitor transactions and transfer for appropriateness with established policies and procedures.

Collects, analyzes, and reports data that supports alternative solutions to budget and management problems.

Examines operating budgets to determine whether funds have been appropriately allocated.

Maintains trend data and prepares graphs, reports, and forecasts.

Assists in the preparation of reports on performance measures.

Assists in the preparation of the annual operating budgets.

Assists in the preparation of budgets to provide management with expenditure data, trends, and recommendations.

Advises staff on areas in which action may be required to stay within budget.



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: No supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree and in Business Administration, Finance, Accounting or a related field from an accredited institution

Minimum Experience required: Three years related experience to the statement of duties and responsibilities; or equivalent combination of education and experience. Knowledge of principles and theories of finance, accounting or related fields and discipline. Moderate level of competency with Microsoft spreadsheets, database retrieval and reports. Excellent analytical and problem solving skills. Excellent verbal and written communication skills. Ability to multi-task in a team oriented environment and be a self-starter.

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.