



University of Texas at El Paso
Job Description

Job Code: 19174
Job Title: Budget Analyst II - Technical
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 limited supervision, with considerable latitude for the use of initiative and independent judgment, performs highly complex budget preparation and analysis work. Work involves coordinating budgetary activities, reviewing and analyzing budgets and performance measures, and providing technical advice and assistance on budgetary matters. May supervise the work of others.

Comment [EC1]: Will need to be modified slightly to suit technical role...

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:

Assist in coordination and implementation of new technology including identification of application system incidents, analyses impact and planning upgrades and enhancements to meet business requirements.

Prepare routine correspondence, reports and briefings and use specialized software applications and computer systems to extract and analyze data, solve problems and present results to managements.

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

Review, monitors and processes budget transfers, budget adjustment and position management center related changes for funding appropriateness and in accordance with established policies and procedures.

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.

Assists in the analysis and preparation of annual operating budget and provides technical assistance to departments regarding the instruction's budget system.

Assists in the design and delivery of training on budgeting and financial management reporting processes and systems.

Applies budget analysis techniques to track, monitor and report information and make appropriate recommendations to management.

Utilizes specialized spreadsheets, databases and financial analysis software to improve understanding and reporting of budget estimates and scenarios.

Formulates, defines, designs, tests and implements requirements and changes to business processes, policies and information systems.

Reviews and processes 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.

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: May carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.

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 in Business Administration, Finance, Accounting or a related field from an accredited institution and

Minimum Experience required: Four years related experience to the statement of duties and responsibilities. Experience working with EPR systems (ORACLE/PeopleSoft) finance and/or human capital management. Strong knowledge of principles and theories of finance, accounting or related fields and disciplines. High level of competency with Microsoft Excel spreadsheets, database retrieval and reports. Exceptional analytical and problem solving skills. Excellent verbal and written communication skills. Ability to multi-task in a team oriented environment. Excellent organizational skills in prioritization of work. (OLAP) Reporting Tools.

Preferred: Bachelor's degree in Business Administration, Finance, Accounting or a related field from an accredited institution along with the four years related experience noted above. PeopleSoft Commitment Control or Commitment Accounting experience. Hyperion Essbase Planning and On Line Analytical.

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.