



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

**Job Code:** 9176  
**Job Title:** Budget Technician  
**Department:** Job may be available in different departments/divisions  
**Reports To:** In accordance with specific departmental policies  
**FLSA:** Exempt  
**Prepared by:** Human Resource Services  
**Creation/Revision:** December 15, 2010

**Summary:** Directs and coordinates formulation, monitoring, and presentation of budgets for controlling funds to implement program objectives for the Information Technology Department.

**Note:** The primary alopezccountabilities 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:**

- Prepares budget based on organization's performance, estimated revenue, expense reports, and past budget numbers.
- Correlates appropriations for specific programs with appropriations for divisional programs and includes items for emergency funds.
- Reviews operating budgets periodically to analyze trends affecting budget needs.
- Consults with unit heads to ensure adjustments are made in accordance with program changes in order to facilitate long-term planning.
- Reviews expenditures of departments to ensure compliance with budget.
- Collects and maintains records of actual operating expenses to compare with estimated budget.
- Directs preparation of regular and special budget reports to interpret budget directives and to establish policies for carrying out directives.
- Prepares comparative analyses of operating programs by analyzing costs in relation to services performed during previous fiscal years and submits reports to Director of organization with recommendations for budget revisions.
- Testifies before examining and fund-granting authorities regarding proposed budgets to clarify reports and gain support for estimated budget needs.
- Audits expense accounts and vouchers.
- Designs and implements budgetary control systems.
- 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.

**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 from four-year college or university within area of assigned responsibility.

**Minimum Experience required:** Two years related experience to the statement of duties and responsibilities; or equivalent combination of education and experience. Knowledge of HEAT; BIS Database software and Office 2000 Development software preferred or the ability to learn.

**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.