

The University of Texas at San Antonio

Job Description

Job Title: Budget Analyst I
Code: 19176
Salary Grade: 57
FLSA Status: Non-Exempt
Department/Division: Budget and Financial Planning Office
Reports To: Sr Director, Budget Planning & Development

Summary

- Function: To provide skilled clerical assistance in the preparation and processing of budget documents in the Budget Office.
- Scope: Responsible for the application of advanced clerical skills and elementary budget analysis techniques to a variety of budget related transactions in the Budget Office.

Duties

- Typical:
 1. Provides administrative and technical support to assigned administrators.
 2. Assists departments with technical issues regarding the institution's electronic budget program. Assists new users with the creation and processing of electronic documents.
 3. Reviews and approves electronic budget documents.
 4. Assists in preparing training schedules and course materials.
 5. Performs business transactions, such as travel requisitions, purchasing, reimbursements, account reconciliation, inventory, etc. for assigned offices and/or departments.
 6. Performs other duties as assigned.
- Periodic:
 1. Assists on special projects and assignments.

Education

Required	Preferred
High school graduation or GED.	College coursework in bookkeeping, accounting or budget analysis.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Three years of experience in budget analysis or accounting.	Two or more years of similar experience in higher education.

Equipment

Required	Possible
Personal computer, adding machine and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office environment.	Occasionally requires overtime to meet deadlines.

Supervision

Received	Given
Close supervision from designated supervisor.	May supervise clerical staff.

Accuracy

Absolute accuracy in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.