

The University of Texas at San Antonio

Job Description

Job Title: Budget Assistant
Code: 19177
Salary Grade: 55
FLSA Status: Non Exempt
Department/Division: Budget and Financial Planning Office
Reports To: Associate Vice President of Budget and Institutional Compliance

Summary

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

Duties

- Typical:
 1. Provides administrative support to assigned administrators.
 2. Assists with examining operating budgets and fiscal documents.
 3. Assists with preparing statistics and reports relating to budgetary activities.
 4. Reviews electronic budget documents, travel requisitions, purchasing, reimbursements, account reconciliations, inventories, and other business transactions.
 5. Recommends areas where funds can most appropriately be utilized through fund transfers.
 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
One year of experience in budget analysis or accounting.	One or more years of similar experience in higher education.

Equipment

Required	Preferred
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.	N/A

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.