

The University of Texas at San Antonio

Job Description

Job Title: Budget and Decision Support Analyst I
Code: 9197
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Budget, Planning and Development
Reports To: Senior Director, Budget and Planning Development

Summary

- **Function:** To provide professional level budget forecasting, reporting and analyses associated with the planning, development and maintenance of the University's operating budget. This position will assist in monitoring budget performance and establishing forecast models in support of an integrated planning process and performance tracking. Integrity, objectivity, and confidentiality are essential when dealing with financial and human resource information.

- **Scope:** Responsible for maintaining and supporting budget, planning and performance reporting and providing advanced analysis techniques to support the preparation of university and departmental operating budgets and long range planning. This position will perform internal financial management reporting and analyses to assist in monitoring budget performance and establishing forecast models in support of an integrated planning process and performance tracking.

Duties

- **Typical:**
 1. Develops and designs financial models to support budget and planning (i.e. revenue analysis, financial planning and consolidation, project planning, forecasting models, etc.)
 2. Prepares the monthly forecast which includes updating the revenue model or internally generated forecast for revenue and expense reviews.
 3. Provides analyses utilizing modeling "what-if" techniques for budget, planning, and forecasting.
 4. Analyzes data to ensure accurate reporting and integrity of the Financial and HR data as it relates to budget and planning systems and processes.
 5. Provide technical support for budget development, reporting and budget variance process. Prepares and guides team on recurring or ad hoc

- financial management reports and data retrieval for analyses.
6. Assist in the analysis and preparation of annual budget documents and provide technical expertise regarding the institution's electronic budget system.
 7. Prepare and deliver oral and written training, instruction and communications to both large and small groups.
 8. Interpret information to identify change opportunities and make recommendations to management about business process improvement to increase work efficiencies and effectiveness that will contribute to the achievement of the business goals and objectives.
 9. Comply with applicable laws, regulations, policies, and procedures employing sound financial and business practices and appropriate internal controls.
 10. Support department team members in special projects and other initiatives.
- Periodic:
 1. Review and process documents for budget transactions and monitor transfers for appropriateness with established policies and procedures.
 2. Perform special studies, research and analysis of financial issues providing recommendations for courses of action as requested.
 3. Additional duties as assigned.

Education

Required	Preferred
Bachelor's Degree in Business Administration, Finance, Accounting, or related field from an accredited institution.	Master's Degree in Finance, Economics, other quantitative discipline, or MBA.

Other Requirements

Required	Preferred
Strong knowledge of the principle and theories of finance, accounting or other related fields and disciplines as demonstrated from relevant positions.	Advanced knowledge of financial data analysis.
Knowledge of or ability to learn how to effectively use Business Intelligence reporting tools and forecast modeling tools to support budget, planning, and forecast activities.	
Proficient with Microsoft Office and functionalities of financial accounting and reporting systems.	
Excellent verbal and written communications skills and ability to multi-task within a team-oriented environment.	Proven ability to work well in a team setting.
Excellent organization skills in identifying and	

prioritizing work activities.	
Exceptional problem solving and analytical skills.	
Attention to detail and ability to deliver high quality work.	
Ability to handle multiple assignments of various durations.	
Criminal Background Check (CBC)	

Experience

Required	Preferred
2 years of experience in budget analysis, financial assessment and/or forecasting experience.	Similar experience in Higher Education
2 years of experience working with financial systems, data reporting, retrieval and analyses tools.	
High level of competency with Microsoft spreadsheets and databases with advanced experience and/or knowledge of Microsoft Excel.	Ability to synthesize large amounts of data from multiple sources into concise message to drive business results.
3 years of experience in public sector higher education or similar organization.	

Equipment

Required	Preferred
Personal computer with Microsoft Office suite.	Enterprise Resource Planning (ERP) Systems (i.e. PeopleSoft)
	On Line Analytical Reporting Tools (i.e. Hyperion Essbase, Cognos)

Working Conditions

Usual	Special
Normal working conditions.	Overtime hours occasionally required to meet deadlines.
Able to work under strict time constraints.	

Supervision

Received	Given
General instruction and supervision.	May oversee assigned staff.

Accuracy

Proficiency 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.