



UNIVERSITY OF HARTFORD

### Job Description

<b>Position Title: Budget Analyst</b>			
<b>Emp Class: A1</b>	<b>Grade: G</b>	<b>Job Code: A2916</b>	<b>Date Posted: January 2012</b>
<i>This is a regular full-time, 40-hour workweek exempt position.</i>			

POSITION SUMMARY
Assumes responsibility for assisting in the preparation, analysis and implementation of the University of Hartford's financial objectives.

KEY RESPONSIBILITIES	% OF TIME
Assists with the development, research and analysis of spreadsheet-based budget and financial models, including but not limited to, tuition, housing and dining revenues as well as compensation, fringe benefits, utilities, and other expenditure areas.*	20%
Assists with the data maintenance and extraction and analysis for various University reports, which include but are not limited to, the College Financial Analysis (CFA) and Administrative Financial Analysis (AFA) models. Assists with data preparation for the University's Future Perfect Financial Forecasting Model.*	20%
Completes daily review, preparation and processing of budget revisions. Assists in monitoring expenditures and revenues during the fiscal year. Assists with year-end closing requirements. Researches and analyzes financial information for general budget office requirements. Provides guidance and conducts problem resolution on basic budget/financial matters for members of the university community. Prepares background data on various problems arising in connection with fiscal administration.	20%
Identifies and analyzes alternative process improvements resulting in increased operational effectiveness. Assists with learning new system technology and tools to more efficiently extract, manipulate and analyze data. Assists with preparing reports and providing feedback in the ongoing refinement of the various phases of budget process (development, execution and evaluation). Assists with the formal documentation of financial policies and procedures.	10%
Assumes responsibility for special financial analyses on an ongoing project-by-project basis as necessary.*	30%
Performs other related duties as assigned.	
<i>* Indicates an "essential" job function.</i>	

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Revised March 2011

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### WORKING CONDITIONS

Normal office situation.

### PHYSICAL EFFORT

Typically sitting at a desk or table.

### KEY JOB REQUIREMENTS

<b>Formal Education:</b>	Bachelor's Degree in statistics required.
<b>Work Experience:</b>	1 years to < 2 years.
<b>Impact of Actions:</b>	Makes recommendations which can affect the assigned department, but may at times affect operations, services, individuals or activities of others outside of the assigned department.
<b>Complexity:</b>	Analytical. Work is non-standardized and widely varied requiring the interpretation of procedures and data methodological/analytical approaches. Strong quantitative, qualitative and critical thinking skills are required. Problem solving involves identification and analysis of diverse issues. Requires the ability to identify, understand and analyze problems by exercising judgement and logic; ability to perform arithmetical computations; to create and interpret charts, graphs and tables.
<b>Decision Making:</b>	Analytical. Supervisor is available to guide and direct broad objectives relative to basic position duties and responsibilities. Independent judgement will be expected to develop over time.
<b>Internal Communication:</b>	Requires regular contact to discuss issues and respond to inquiries. May also require contact with officials at higher levels on matters and therefore strong communication, cooperation and professionalism is critical. Will require the ability to maintain strong customer service and repore within the university community. Ability to establish and maintain cooperative relations with superiors, associates and general university community.
<b>External Communication:</b>	Requires occasional contact with outside agencies and the general public, supplying or gathering faculty information.
<b>Customer Relations:</b>	Contact with customers involves servicing over the telephone, in writing or in person to address inquiries or advise on proper document processing.
<b>Managerial Skills:</b>	Involves no responsibility or authority for the direction of others.
<b>Knowledge &amp; Skills:</b>	Professional Skills. Requires knowledge of theories and practices of a professional field. This level of skill is typically reserved for an individual with a four-year degree. Writes reports using technical data requiring considerable interpretation. Develops new methods and procedures. Frequently applies knowledge to practical issues and problems. Requires strong intermediate familiarity and ease of use with Microsoft Excel.
<b>Special Skills:</b>	* <i>The ability to work effectively with diverse groups.</i>

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