



## CLARK ATLANTA UNIVERSITY

### Job Description

<b>Position Title:</b>	Senior Budget and Financial Systems Analyst
<b>Department:</b>	Budget and Planning
<b>Reports To:</b>	AVP of Budget, Treasury and Financial Planning

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*The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.*

#### ***General Function (Description):***

Assists in coordinating activities for development and presenting the annual and multi-year operating/unrestricted and restricted budgets. Assist with the development and implementation of strategies for leveraging the use of technology to support the CAU's financial activities and operations. Assist Division Managers, Deans, Department Chairs and Unit Managers in matters involving training, adhering to policies/regulations, reporting and making adjustments where necessary. Analyzes and monitors income and expenditure patterns. Assist with the development of strategies and methods for identifying, driving and quantifying process and cost efficiencies through automation, process improvement and enhanced decision-making through the accessibility and use of data.

#### ***Examples of Duties and Responsibilities:***

Assist with collecting and coordinating data needed to develop and present comprehensive balanced budgets (Unrestricted and Restricted). Assist with reviews of budget to analyze trends affecting budgetary needs. Assist with training in budgetary philosophy, responsibilities and preparing budget data required to be entered in the Budget Development Module. Assist with monitoring and administering University/Sponsored Agency policies and procedures. Consult with appropriate personnel to insure that adjustments are made in accordance with approved program changes, in order to facilitate long-range planning and provide assistance as required for making budget changes. Assist with training or generating data needed for reports. Assist with reviewing and monitoring of budgets and expenditure documents as needed. Ensure financial systems are operating as intended, remaining available to end users to support their work; respond to unexpected service disruptions with appropriate urgency and judgment. Contribute to the development and implementation of a campus financial systems and reporting training program. Perform other duties as assigned by the AVP of Budget, Treasury and Financial Planning.

#### ***Knowledge, Skills and Abilities:***

Knowledge of principles and practices of (a) financial management; (b) college/university administration; (c) budgeting and reporting in a higher education environment. Working knowledge of accounting principles. Have good written and oral communication skills. Ability to handle multiple tasks and exercise critical human relation skills in establishing and maintaining effective working relations with constituents. Excellent planning, analytical, financial modeling, and problem-solving skills. Proficiency with operating personal and central computerized budget systems, preferably Banner and knowledge and advanced knowledge on using spreadsheets.

***Minimum Hiring Standards:***

<b>Education</b>	Bachelor's degree in Business Administration, Accounting or a related field. Masters or MBA in Business/Finance/Accounting preferred.
<b>Years of Experience</b>	Five years of financial analyst or accounting experience in the higher education environment, government or comparable experience.
<b>Years of Management/Supervisor Experience</b>	

*Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer*