



CLARK ATLANTA UNIVERSITY Job Description

Position Title:	Budget Analyst
Department:	Budgeting and Financial Planning
Reports To:	Director of Budgeting and Financial Planning

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 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.

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. Perform other duties as assigned by Budget Director, Controller and CFO.

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. 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. Proficiency with operating personal and central computerized budget systems, preferably SCT Banner and knowledge and advanced knowledge on using spreadsheets.

Minimum Hiring Standards:

Education	Bachelor's degree in Business Administration, Accounting or a related field.
Years of Experience	Three years of experience in the higher education environment, government or comparable experience.
Years of Management/Supervisor Experience	

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