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|--------------------------|-----------------------------------|----------------------|--------|
| <b>Position Title:</b>   | Budget Specialist                 |                      |        |
| <b>Reports To:</b>       | Dean                              |                      |        |
| <b>Department:</b>       | Biosciences Department            | <b>Job Code:</b>     | 0711   |
| <b>Prepared By/Date:</b> | Ahmadou Thiam/08-20-2007          | <b>Job Group:</b>    | PENC   |
| <b>Approved By/Date:</b> | Dr. Merrill Irving Jr./08-20-2007 | <b>Salary Grade:</b> | 14     |
| <b>Revised:</b>          | Jennifer C. Brito/05-18-2009      | <b>FLSA Status:</b>  | Exempt |

### **Summary:**

The Budget Specialist reports to the Dean of the Biosciences Department. The Budget Specialist is primarily responsible for monitoring grant expenditures, determining financial timeline for program budget and assisting with retention tracking of program participants.

### **Essential Duties and Responsibilities:**

- Performs grant accounting functions as defined by the grant contract.
- Prepares journal entries for revenue and expenditure transactions and grantee performance reports.
- Audits, monitors and schedules reports of grant activities, per Department of Labor filing requirement.
- Prepares program payroll and assists with monitoring budgets and related documents.
- Coordinates and assists others in the preparation of proposals and contracts relative to grants, in compliance with procurement rules and regulations and applicable federal, state and local laws and regulations.
- Creates and manages database for program participants, per grant contract requirements.
- Gathers, researches, and compiles a variety of information materials from internal and external sources.
- Works independently and within a team environment on special non-recurring and ongoing projects.
- Performs other related duties as assigned.

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

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures.
- Knowledge and commitment to the college mission.
- Knowledge of current technical developments/trends in area of expertise.
- Knowledge of PC applications and solid computational skills along with basic finance and accounting knowledge.
- Knowledge in Microsoft Office
- Knowledge of construction, remodeling, and renovation requirements and limitations.
- Excellent organizational and communications skills (both oral and written).
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from top management, groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to work with user communities of diverse backgrounds and skill levels.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree (MA or MS) from an accredited college/university in a related field of study such as Business, Public Administration, Economics or Accounting and one (1) year of experience in accounting, business administration or payroll services or a Bachelor's degree and five (5) years of related experience.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name