



Position Title:	Budget Specialist		
Reports To:	Director		
Department:	Budget Operations	Job Code:	4144
Prepared By/Date:	Jennifer C. Brito/9-12-2007	Job Group:	SNE
Approved By/Date:	M.J. Mtizenmacher/9-12-2007	Salary Grade:	10
Revised:	Jennifer C. Brito/4-29-2009	FLSA Status:	Non-Exempt

Summary:

The Budget Specialist supports the Budget Department in its daily operations.

Essential Duties and Responsibilities:

- Reviews and processes budget transfers initiated by any college departments, ensuring that it complies with College and State policies and procedures
- Prepares and processes budget transfers for college-wide functions
- Monitors and assists College-wide personnel in Budget management roles
- Assists all departments with the budget functions including maintenance of accounts in deficit
- Reconciles monthly Purchasing Card report
- Prepares financial spreadsheets and financial transactions as requested by area supervisor
- Assists in the maintenance of the all position budgets
- Performs data entry for the preparation of the annual budget preparation file
- Assists in the preparation of financial analysis reports
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of word processing, spreadsheets, and database software applications and office equipment (i.e. photocopier, printer, fax machine, calculator).
- Knowledge of office practices and procedures.
- Effective interpersonal skills in order to make sound judgments to decide how duties and responsibilities are completed between himself/herself and coworkers, the supervisory chain, faculty, staff, students and customers.
- Ability to think, reason, and make sound judgments to decide how duties and responsibilities are completed in compliance with college standards and guidelines.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with students, faculty and staff.
- Ability to make arithmetical calculations such as addition, subtraction, multiplication, and division.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- 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 sit 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 stand and walk.

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.

- Associates of Arts degree in related field from two-year College or technical school and four (4) years of experience in responsible in accounting, finance, or payroll preferably in a large office environment; or equivalent combination of experience and education.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name