Georgia State University

Job Specification

Job Title: Budget Analyst I

BCAT Code: 09TX09
Pay Grade: G12   FLSA Status: Non-Exempt
Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Performs entry level tasks associated with the coordination, preparation, and maintenance of University budgets.

Examples of Duties
- Assists in compiling data needed for planning the budget.
- Assists in analyzing past budgets and current year budgets.
- Assists colleges and departments in planning and preparing their budgets.
- Assists in auditing operating budgets.
- Assists in processing budget amendments submitted by various units.
- Assists in monitoring department expenditures compared with budgeted expenses.
- Assists in preparing periodic budget statements.
- Assists in reviewing operating budgets to analyze trends that affect budget needs.
- Assists in preparing budgetary reports.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of basic budgeting principles and practices.
- Knowledge of University rules, policies, and procedures.
- Knowledge of computer and information systems and accounting software, such as Peoplesoft Spectrum, MS Excel, MS Word, MS Access, etc.
- Knowledge of business and financial management practices.
- Effective communication, time management, and organizational skills.

Minimum GSU Hiring Standards
Bachelor’s degree in Business Management or a related field; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources Classification Section