Job Title: Budget Analyst II

BCAT Code: 09LX25                     Effective Date: April 1, 2007
Pay Grade: G14   FLSA Status: Exempt             Revision Date: July 1, 2013

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

Examples of Duties
- Compiles data needed for planning the budget.
- Analyzes past budgets and current year budgets.
- Assists colleges and departments in planning and preparing their budgets.
- Audits operating budgets.
- Processes budget amendments submitted by various units.
- Monitors department expenditures compared with budgeted expenses.
- Prepares budget statements.
- Reviews operating budgets to analyze trends that affect budget needs.
- Prepares budgetary reports.
- Assists in training lower level staff.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of professional level 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 and one year of related experience; 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.