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

Examples of Duties
- Reviews budgetary processes and procedures.
- Recommends changes in policies or procedures.
- Advises management on various budgetary matters.
- Compiles data needed for planning the budget.
- Analyzes past budgets and current year budgets in order to justify requested funds.
- 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.
- Trains and supervises lower level staff.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of advanced 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 related field and four years 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.