

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Budget Analyst II	SALARY GRADE:	HU-10
DATE REVISED:	December 1, 2014	EEO CODE:	02
JOB CODE:	2542	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

Ability to use a computer with accompanying word processing, spreadsheet, presentation and database software as well as other standard office equipment.

Skill in manipulating numbers, managing financial transactions and knowledge of basic and advance mathematics

Excellent skill is using spreadsheet and data-based software, as well as on-line accounting systems.

Skill in oral and written communications with the ability to speak clearly in English.

Ability to develop and maintain accurate hardcopy and electronic accounting records.

Ability to apply analytical concepts and verify the accuracy of all recommendations presented for processing.

Ability to pay attention to detail and to adhere to a changing system of specific policies and procedures.

Ability to apply strict confidentiality regarding budget issues.

Ability to conduct limited budget forecasting, deficit analysis and graphical interpretation of budget functions.

Ability to establish and maintain effective and harmonious working relations with staff, university officials and the general public.

**MINIMUM
REQUIREMENTS:**

Bachelor's degree in Business Administration, Finance or closely related field and 1-3 years relevant experience. 8 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

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SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation & Performance Management

DATE: _____