

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Budget Analyst **SALARY GRADE:** HU-09
DATE REVISED: December 1, 2014 **EEO CODE:** 05
JOB CODE: 2510 **FLSA STATUS:** Non Exempt
BARGAINING UNIT: N/A

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| DEPARTMENT: | POSITION NO: |
| REPORTS TO: | GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes |

BASIC FUNCTION: The purpose of this position is to provide support in maintaining the annual operating budget for the department and/or university. The incumbent may be responsible for processing personnel, position and budget recommendations and supporting the production of reports to senior administrators.

SUPERVISORY ACCOUNTABILITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Internal contacts include executives, administrators and employees from all divisions and departments within the university community, including Faculty Practice Plan. External contacts include auditors, representatives from federal, state and local regulatory agencies and vendors.

PRINCIPAL ACCOUNTABILITIES:

- Assist in the review and analysis of assigned personnel, position and budget recommendations for consistency with university policy, and certify the availability of funds requisitioned for such action.
- Respond to inquiries from departmental representatives to resolve financial or documentary issues on personnel, position or budget recommendations.
- Review recommendations on fund commitments on personnel recommendations.
- Update information from recommendations to the online budget system.
- Maintain data received and processed in a confidential manner.
- Prepare budget documents for signature by proper university officials.
- Assist management in preparation of reports for meetings.
- Performs other related duties as required.

CORE COMPETENCIES: Knowledge of principles, practices and methodologies of budget management including fiscal and budget policies and procedures.

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Knowledge of personal computer with accompanying spreadsheet, database, word processing, and presentation software as well as other standard office equipment.

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

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

Ability to assist in budget forecasting, deficit analysis and graphical interpretation of budget functions.

Ability to maintain accurate hardcopy and electronic accounting records.

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

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

Ability to apply strict confidentiality regarding budget issues.

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

**MINIMUM
REQUIREMENTS:**

Associate's Degree in Business Administration, Finance or closely related field and 2-4 years relevant experience. AA/AS may be substituted for 4 years of required work experience. BA/BS may be substituted for up to 4 years work experience.

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.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation & Performance Management