

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Budget Officer	SALARY GRADE:	HU-12
DATE REVISED:	December 1, 2014	EEO CODE:	02
JOB CODE:	2500	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

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

BASIC FUNCTION: The purpose of this position is to be responsible for the operating budget of the school or department and to assist the Senior Administrator as well as all department chairpersons, unit directors, and principal investigators with budgetary matters and decisions. Responsible for developing financial procedures for the orderly coordination and processing of financial and other departmental matters.

SUPERVISORY ACCOUNTABILITY: Responsible for orienting and training others and assigning and reviewing their work. May also be responsible for acting in a lead or senior capacity over other positions performing essentially the same work or related technical tasks and reporting to a higher level on a formal basis.

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

PRINCIPAL ACCOUNTABILITIES: Supervise, monitor or coordinate activities of subordinates.

Consult with units or departments and/or coordinates the preparation of operating budgets based on actual performance, previous budget figures, estimated revenue, expense reports and other factors.

Compare departmental expenditures with budget allocations to analyze budgets and recommend approval or disapproval to management.

Consult with units or departments regarding budget analysis, financial reports, reconciliations, irregular and unusual transactions and problem resolutions.

Confer with department heads and directors with respect to budgetary controls.

Monitor revenue and expense accounts to identifying problem accounts.

Research, compile and update budgetary and forecast data for various financial reports.

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Identify funding opportunities and changes in regulations, policies and procedures pertaining to work activities; inform appropriate staff of findings.

Assist in development of budget proposal and other aspects of the proposal.

Coordinate sponsored program administration and budget with centralized sponsored program office.

Coordinate and disseminate information to faculty and staff on potential research opportunities and funding sources.

Compile data for the preparation of various reports of research grant/contract activities involving moderately complex statistical compilations and thorough understanding of departmental policies and procedures.

Evaluate and review grant proposal documents for possible additional funding sources required.

Develop and maintain the computerized data reference sources to identify research interest, capabilities and assess faculty involvement in research projects.

Provide computer data searches for industry to facilitate sources of funding and/or persons with expertise in the research to be performed.

Coordinate the preparation of a monthly newsletter identifying research highlights and grants/contracts received and awarded to the department.

CORE COMPETENCIES: Knowledge of analytical budgetary accounting.

Knowledge of the budgeting cycle and process.

Ability to prepare comprehensive complex financial and budget reports.

Ability to formulate comprehensive budget planning processes.

Competence in both oral and written English to communicate in a clear and concise manner.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and customers.

MINIMUM REQUIREMENTS:

Bachelor's degree in Finance, Business Administration or closely related field and minimum of 3-6 years of relevant experience. 11 years of related work experience may be substituted in lieu of educational qualifications.

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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: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation & Performance Management

DATE: _____