

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Senior Budget Analyst (III) **SALARY GRADE:** HU-12
DATE REVISED: December 01, 2014 **EEO CODE:** 02
JOB CODE: 2553 **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 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 processing certain key transactions in various financial systems.

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, 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 community, including Faculty Practice Plan. External contacts include auditors, representatives from federal, state and local regulatory agencies and vendors.

PRINCIPAL ACCOUNTABILITIES: Review and analyze all personnel, position and budget recommendations for consistency with university policy and certifies the availability of funds for such action.

Initiate necessary contact with departmental representatives to resolve financial or documentary issues on personnel, position or budget recommendations.

Compute fund commitments on personnel recommendations.

Verify and update information from recommendations to the online budget system.

Prepare budget documents for signature by proper university officials.

Maintain confidentiality of data received and processed.

Perform intra-fund transfers during fiscal year, as assigned.

Assign, train and direct tasks to lower level employees.

Perform other related duties as required.

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

Ability to use 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.

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

Skill in decision making with ability to think conceptually, analytically and to remain focused on goals and objectives.

Ability to exercise leadership skills, delegate tasks and promote, manage and provide staff training and development.

Ability to oversee the development and maintenance of accurate hardcopy and electronic accounting records.

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

Knowledge and skills in analyzing university financial records as well as knowledge of higher education financial practices, rules and regulations.

Ability to apply strict confidentiality regarding budget issues.

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

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

MINIMUM REQUIREMENTS: Bachelor's Degree in Business Administration, Finance or closely related field and 3-6 years relevant work experience. 11 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 and Performance Management

DATE: _____