

University of Houston – Clear Lake

Position Description

Job Title: **Senior Business Analyst**

Job Code: **3144**

Pay Grade: **050**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Related four-year degree, or equivalent experience.	Bachelor's degree.
Experience	Minimum of three years directly job related experience.	
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Performs senior level professional work by assisting the Director in budget functions. Assists in preparation of the Annual Operating Budget to include all aspects of budget preparation and reconciliation. Primary contact for all day to day operational issues which includes monitoring, reconciling and analyzing the Operating Budget. Assists in PeopleSoft problem solving and troubleshooting efforts. Provides regular guidance to budget authorities, assisting with their budget related problems and concerns.

Duties and responsibilities	% Time
Assists in the preparation of the Annual Operating Budget. This includes gathering data, preparing worksheets and providing data and totals to Business Coordinators for balancing purposes; interfacing with departments to ensure Unit budgets are balanced; providing guidance to Units on budget issues; performing various analyses to include monitoring FTE and allocations of funding; maintaining integrity of budget data through loaded to PeopleSoft Human Resources and General Ledger.	20
As primary contact for day to day operations, provides guidance to and resolves budget issues brought forward by business coordinators.	15
Assists with PeopleSoft problem solving and troubleshooting efforts.	15
Reviews, approves and periodically prepares Budget Adjustment Forms. Determines need for Journal Vouchers in order to maintain the integrity of the financial records.	10
Monitors and analyzes departmental operating accounts; reviews budget projections, compares to actual performance and makes recommendations as necessary. Reviews all cost centers for the university and meets quarterly with Business Coordinators to ensure problems/issues are addressed and resolved.	10
Maintains university-wide financial integrity by ensuring all funds and ledgers are balanced and properly accounted for by performing monthly reconciliations. Analyzes data, identifying and correcting errors as necessary.	10
As primary expert of the Department Budget Table, maintains funding sources in HR PeopleSoft to	10

ensure expenditures and encumbrances are properly posted. Timeliness and accuracy are critical to avoid suspense postings. Analyzes and troubleshoots any problems and provides solutions.	
Approves PRF's on new positions and reclassifications, ensuring availability of funds and determining university-wide impact of FTE changes. Monitors and tracks FTE changes. Assists in gathering and analyzing financial data as various requests are made including preparation of the Quarterly FTE Report and Legislative Appropriation (LAR) schedules.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.