

# University of Houston – Clear Lake

## Position Description

Job Title: **Business Analyst**

Job Code: **3140**

Pay Grade: **020**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	Assoc degree or Bachelor's degree
Experience	Three years office/clerical experience; two years bookkeeping/accounting experience; at least one year with an automated system; two years database use/experience; one year experience using word processing and worksheet software, or equivalent combination of education and relevant experience	
License/Certification		

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

### POSITION SUMMARY

**Responsible for reviewing and data entering budget documents and initiating efforts to correct errors prior to data entry. Reconciles and analyzes data entry against produced reports to verify accuracy. Assists with PeopleSoft problem resolution and troubleshooting. Responsible for data entry of state appropriations request into the state budget system and quarterly reconciliation of data entry between the state accounting and financial systems. Assists with preparation of the annual operating budget and budget summary.**

Duties and responsibilities	% Time
Analyzes and troubleshoots financial and HR PeopleSoft problems submitted by UHCL users. Creates queries to assist with the detailed analysis. Creates and maintains a tracking mechanism for problem resolution and assessment purposes.	25
Reviews and data enters budget transactions. Initiates efforts to correct errors prior to data entry.	25
Assists with the testing of the Budget Development System and PeopleSoft versions for technical and functional use. Coordinator of A&F server maintaining network groups and access to A&F employees. Serves as liaison between UCT and A&F employees. Provides technical assistance and training to users.	15
Assists with reconciliation and analysis of data entry by reviewing produced reports, as well as, creating ad-hoc reports and creating queries for comparative purposes. Prepares various tracking worksheets such as HEAF and Contingency.	15
Assists in the preparation of the annual operating budget by performing analysis of data and involves data entry of information from various documents and worksheets. Extracts and formats data from budget system to produce driver files for Budget Book Development. Assists in creating and reviewing Budget Book for accuracy.	10

<p>Data entry of state appropriations request (LAR) into the state budget system and quarterly reconciliation of data entry between the state accounting and state budget systems (ABEST). Downloads and formats data for report preparation. Office support functions include answering telephones, taking messages, and greeting visitors; pick up, receive and distribute mail; maintaining office supplies; filing, copying, and faxing documents. Responsible for maintaining departmental inventory and distribution/delivery of reports and documents.</p>	10
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***This position description describes the general qualifications, duties and responsibilities of work being performed.***