

**JOB INFORMATION**

Effective Date	10/24/2022
Job Code:	3144
Job Title:	Budget Analyst III
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Finance & Accounting
Job Family:	Budget & Planning
Job Summary	The Budget Analyst III performs and produces advanced level professional work in data analytics, financial modeling, design of reports, and business strategy. Leads in ensuring departmental evaluation of budgets and actuals for determining financial performance, resource viability, and to project income and expenses occur through consistent training and tool development for business staff. Assists in analyzing labor, programs, and accounts for maximum cost efficiency to maintain adherence to UHCL's financial objectives in the short, medium, and long-term. Enforces adherence to institutional, state, and federal policies and procedures as well as provides oversight of all fund and budget transfers.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	Degree in Business, Accounting, Finance, Data Analytics or a related field.	Required	
Master's Degree	Degree in Business or Data Analytics.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	Minimum five years of directly related higher education job experience.	Required	
Considerable	Five years of directly related higher education and supervisory experience.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
-------------------------	--------------------------------	------------	--------------------	--

## Knowledge, Skills and Abilities

KSAs	Proficiency
• Working knowledge of State and Federal policies and regulations in Higher Education, Finance, and Budget.	Proficient
• Experience in budget development, planning, and processes.	Proficient
• Working knowledge of accounting rules and principals.	Basic
• Skilled in financial projections, cost analysis, and variance reporting.	Proficient
• Ability to effectively use budgeting software (preferably Hyperion and PeopleSoft).	Proficient
• Ability to translate data into financial reports and analysis.	Proficient
• Excellent oral and written communication skills.	Proficient
• Ability to analyze and solve complex problems.	Proficient
• Ability to facilitate and deliver professional training sessions.	Basic

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Compiles and analyzes complex financial and institutional data for the purpose of determining past financial performance and to project financial probability.	20%
• Assists in the development and design of queries and/or budgeting tools to aid in research and analysis.	15%
• Facilitates budget training and assists in the ongoing design of training modules.	15%
• Assists in preparation and design of audience minded comprehensive monthly reports and presentations.	15%
• Assists in the development of the institutional Annual Operating Budget through research, data analysis, program costing, forecasting and document preparation.	10%
• Enforces institutional position control through application of policies and procedures and conducts periodic feasibility studies to maintain optimal business continuity.	5%
• Assists in preparation of the biennial submission of the Legislative Appropriations Request (LAR) and all related legislative reports and reconciliations.	5%
• Conducts quarterly financial reviews of business administrator's college or division and tracks key performance indicators.	5%
• Assists in development and application of operational performance tracking.	5%
• Other related duties as assigned.	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description