



**Job Specification**

**Job Title: Budget Analyst I**  
**BCAT Code: 505X AR**  
**Pay Grade: G12**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

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**General Description**

Provides entry level coordination, preparation, and maintenance of the University's budgets.

**Examples of Duties**

- Assists in compiling data needed for planning the budget.
- Assists in analyzing past budgets and current year's budgets.
- Assists colleges and departments in planning and preparing budgets.
- Assists in auditing operating budgets.
- Assists in processing budget amendments submitted by various units.
- Assists in monitoring department expenditures compared with budgeted expenses.
- Assists in preparing periodic budget statements.
- Assists in reviewing operating budgets to analyze trends affecting budget needs.
- Assists in preparing budgetary reports.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of basic budgeting principles and practices.
- Knowledge of university rules, policies, and procedures.
- Knowledge of computer and information systems and accounting software (e.g. Peoplesoft Spectrum, MS-Excel, MS-Word, MS-Access, etc).
- Knowledge of business and financial management practices.
- Effective communication, time management, and organizational skills.

**Minimum GSU Hiring Standards**

Bachelor's degree in Business Management or a related field; or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*