



Job Specification

Job Title: Budget Analyst II
BCAT Code: 432X AC
Pay Grade: G13

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

General Description

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

Examples of Duties

- Compiles data needed for planning the budget.
- Analyzes past budgets and current year's budgets.
- Assists colleges and departments in planning and preparing budgets.
- Audits operating budgets.
- Processes budget amendments submitted by various units.
- Monitors department expenditures compared with budgeted expenses.
- Prepares budget statements.
- Reviews operating budgets to analyze trends affecting budget needs.
- Prepares budgetary reports.
- Assists in training lower level staff.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of professional level 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 and one year experience; or 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.