



CAMPUS BUDGET AND ENROLLMENT ANALYST

SALARY GRADE: [C1-54](#)

DEFINITION:

Under the direction of an assigned supervisor, responsible for analysis and monitoring of the campus financial status; develops cost estimates, analyses, and financial impact of budget proposals; prepares and monitors reports for completeness and accuracy, performs accounting work related to operational and capital budget activities.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Identifies, analyze and resolves problems for Financial Records Systems reports, i.e., revenues and expenditures, etc.
2. Analyzes campus budget information and prepares a variety of reports on status for internal and external uses; provides independent analyses of data for vice presidents, administrators, staff and faculty in the preparation of the college budget.
3. Responsible for various aspects of campus budget development process.
4. Identifies and independently analyzes financial issues and recommends solutions to the appropriate administrator.
5. Verifies budget and expense transfers for accuracy and compliance with existing policies and procedures.
6. Assists Presidents, administrators, faculty and staff in administration and interpretation of budgets and Monthly Expense Reports (MERS).
7. Represents the college on budget and financial issues in the absence of the administrator.
8. Assists in college financial planning.
9. Serves as resource analyst to all budgeters including faculty.
10. Prepares control documents for District Accounting.
11. Prepares Faculty Extra Assignment reports, i.e. release, reassignment, extra duty, etc.
12. Serves as resource and backup for part-time payroll including auditing of part-time faculty payroll quarterly
13. Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Accounting, budgetary and auditing principles and practices.
2. Rules, regulations, laws and policies governing the College District.
3. Principles and practices of financial administration including budgeting compilation and reporting.
4. Financial analysis and research procedures.
5. Computerized Management Information Systems.

6. Oral and written communication skills.
7. Interpersonal skills using tact, patience and courtesy.
8. Record-keeping techniques.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Work independently and competently in issue identification and problem resolution.
3. Analyze computerized accounting and budget data and understand the College's financial status.
4. Prepare concise reports and recommendations, communicating them clearly in writing, orally, privately, or in a public setting.
5. Work effectively under pressure, meeting deadlines while maintaining equanimity.
6. Compile and maintain accurate and complete records and reports.
7. Establish and maintain cooperative relationships with those contacted in the course of the work.
8. Interpret, apply and explain rules, regulations, policies and procedures.

Education and Experience

Any combination equivalent to:

1. Bachelor's degree preferably in accounting or related field.
2. Three (3) years of professional accounting experience.

WORKING CONDITIONS:

Environment:

1. Office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling objects up to 30 lbs.

Date Approved: March 1, 1999

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