

Class Code:..0510-BFPO Rev
Position #: (NUNC).....(E)
Developed by:.....LB
Reviewed by:.....AMC; DLJ
Approved by:..... AMC
Date:....04/17;11/17;02/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Business Analyst, Budget & Financial Planning
DIVISION: Academic Affairs and Administration & Finance
REPORTS TO: Director, Budget & Financial Planning
GRADE: 10
SUPERVISES: May supervise & review the work of employees; interns; students assigned to assist on special projects.

BASIC FUNCTION:

Responsible for assisting the Director, Budget & Financial Planning in communications, data gathering, research projects, follow-up with colleges/area and others, and financial support performing complex and problem solving duties in a deadline driven environment.

Research, develop, evaluate, and formulate draft communications on policies and processes from the Director, Budget & Financial Planning. Provide support for time sensitive requests from executive and legislative branches and other external areas. Independently evaluate and review complex information and prepare comprehensive analyses, and reports relating to activities throughout the institution.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Review various data, compile summaries and recommendations for presentation and/or communication of data to senior management and others.

Research and obtain appropriate data and information, communicate with appropriate offices both on and off campus and draft appropriate documents as follow-up from requests received from internal and external entities, including the press.

Update reports to be used by management and senior management, such as talking points for legislative hearings. Continually update peer information relative to various data points and incorporate appropriate peer data into various presentations and communications.

Update various budget documents, some of which are in narrative form. Update office fact book and other information as requested. Complete instructional material to assist departments across the campus in completing budget materials.

Perform a continuous review of various office processes and recommend ways to streamline with efficiency and effectiveness outcomes.

Coordinate with staff across the institution and in the office relative to completion of various reports.

Participate in the budget cycles including assisting where needed as each cycle commences and continues to completion.

Assist in updating various data in PeopleSoft Financials, such as signature authorization and chartfield creates.

Responsible for interpreting budgeting administrative regulations and policies and for recommending new and improved programs to effectively manage budgeting administration.

Assist university administrators and inter-institutional groups in resolving specific budgeting problems and in disseminating information in regard to university regulations, policies, and contracts.

Design, develop, and conduct special studies in the assigned area of budgeting and cost studies. Collect and analyze data as appropriate.

Establish documents and files and ensure that they are maintained and updated on an ongoing basis.

Assist in preparing responses to request for information from various entities on and off campus.

Track information from Executive and Legislative branches of government that may impact the URI budget.

Handle information of a sensitive and confidential nature.

OTHER DUTIES AND RESPONSIBILITIES:

Provide assistance to the staff in the Budget & Financial Planning Office, as required.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's Degree; Minimum of five years of experience in a staff position with responsibility for data sets and queries; Minimum of five years of experience in reporting, communications and handling of confidential

materials; Demonstrated experience with Microsoft Office (including Excel, Word, and PowerPoint); Demonstrated experience with financial, student and human resource systems (e.g. Oracle, PeopleSoft); Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse populations/groups.

PREFERRED: Master's Degree; Minimum of seven years of work experience in a complex office setting; Demonstrated experience in a research institution of higher education; Demonstrated experience with troubleshooting and resolution of issues; Demonstrated ability to understand finance and budget concepts; Demonstrated mathematical and analytical skills; Demonstrated ability to organize and coordinate complex tasks and oversee projects; Demonstrated ability to work independently; Demonstrated evidence of collaborative work style across multiple areas; Demonstrated ability to manage multiple priorities and deadlines; Demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations and to communicate the interpretation to others; and, Demonstrated attention to detail.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.