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Position #: (NUNC)... (E)
Developed by:.....LB
Reviewed by:.....LK
Approved by:.....LK
Date:.....10/10; 02/19

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Senior Business Analyst
DIVISION: Administration and Finance; Academic Affairs (Provost)
REPORTS TO: Director, Budget and Financial Planning
GRADE: 12
SUPERVISES: May supervise and review the work of employees, interns, students assigned to assist on special projects

BASIC FUNCTION:

Analyze trends, and formulate projections for various budget components. Research, develop, evaluate, and formulate modifications and improvements to budgeting policies and financial procedures. Participate in the compilation, and the control and monitoring of the University budgets. 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

Analyze historical trends, and formulate projections for various budget components and units; develop surveys, benchmark analyses for University units (colleges, auxiliary, enterprises, etc.); provide short and long term forecasting projections to management, identifying major areas of concern and making recommendations to alleviate potential issues.

Research, develop and evaluate complex issues requiring the preparation of reports with findings and recommendations relating to budgeting policies and procedures; provide support in the initiation, preparation, and issuance of policies, practices, and procedures related to all budgeting matters.

Develop and implement new University-wide reporting protocols and analytical tools; independently revise and introduce new analytical methodologies, concepts and perspectives; overhaul internal analysis techniques, and automate and streamline analytical processes and financial procedures; develop recommendations for new or improved procedures as appropriate; assist with the

planning, organizing and reporting on various financial processes and activities of each budget cycle.

Provide analytical counsel and financial support for special projects to management; develop and implement analytical approaches to decision making for critical budget proposals at University level; assemble information and present effectively to assist in decision making; analyze and prepare information for Senior Management as requested.

Participate in, coordinate, and assume responsibilities for multiple special and complex projects as assigned by the Director or Associate Director; research, analyze and prepare ad-hoc analyses/reports for Senior Management, the Office of Postsecondary Education, and the Executive and Legislative branches of Government as required.

Serve as liaison, resource, and adviser to University departments, administrators, and Senior Management regarding financial data and proper budget procedures and practices and resolve related problems as required.

Develop annual budget recommendations for unrestricted and restricted budgets at the college/department/unit/program level, based on complex financial analysis of financial, personnel and grant data; supervise budget execution, including review and approval of budget modifications and post audit of departmental expenditures; insure adherence to established State, University, and other governing agencies' policies and procedures; prepare program cost analyses with recommendations to management for final decision making.

Compile, maintain, review and revise annual reports for Senior Management and the Office of Postsecondary Education.

Maintain a high level of understanding of current development in the assigned areas of responsibility and anticipate future needs; maintain a high level of understanding of financial, accounting and compliance policies and practices as they relate to budget, revenue, expense, and non-budgeted accounting activity for all assigned areas.

OTHER DUTIES AND RESPONSIBILITIES

Handle information of a sensitive and confidential nature.

Perform Business Analyst duties as required.

Participate in meetings with members of administrative staff of the University.

Perform related assignments as required.

Responsible for supervision of various employees, interns, or students as required.

LICENSES, TOOLS AND EQUIPMENT

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

ENVIRONMENTAL CONDITIONS

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS

REQUIRED: Master's Degree; Minimum of two years of professional experience in analyzing and tracking data in a state-supported, research-oriented, doctoral University with a budget of more than \$500M; Demonstrated working knowledge of financial, human resources and grant modules of enterprise resource planning systems (e.g. Oracle, PeopleSoft, Banner); Demonstrated experience in working with and presenting results of complex research or analysis to management; Demonstrated experience with troubleshooting and resolution of issues; Demonstrated ability to organize and coordinate complex tasks; 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; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree in Business Administration; Demonstrated working knowledge of econometric and statistical modeling, including forecasting and simulation methods; and, Demonstrated experience working in an institution of higher education in a financial office.

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