

Job Code:.....100890-2021
Position # (NUNC) (E)108143
Developed by:... ..LB
Reviewed by:...CLV,LK,SG,DLJ
Approved by:.....LK
Date: 01/14; 07/14; 08/14
12/16; 03/18; 11/18; 04/19;
05/19/21

THE UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Budget Specialist III, Financial Analysis

DIVISION: Academic Affairs and Administration and Finance (Budget & Financial Planning Office)

REPORTS TO: Director, Budget & Financial Planning or Associate Director, Budget & Financial Planning

GRADE: 14

SUPERVISES: May supervise and review the work of junior level Analysts, staff, interns, graduate and undergraduate students assigned to assist on specific projects.

BASIC FUNCTION:

Perform complex and comprehensive work including forecasting, research analysis, trend analysis, financial modeling, PS query management and report writing related to budget preparation and submission. Provide analytical counsel and support for special projects to senior management, the Strategic Budget and Planning Council (SBPC), the URI Board of Trustees, and the Executive and Legislative branches of RI State Government. Provide ongoing support to the Deans, Directors, college administrators and professional staff. Participate in the compilation, control, and monitoring of the University's budgets. Prepare and analyze reports on complex project components of the University's budget. Track expenditures and/or revenues and perform post-audit and other reviews of actual expenditures and/or revenues. Research, develop, evaluate, and formulate modifications and improvements to budgeting policies and financial procedures. Independently evaluate and review complex technical information and prepare comprehensive analyses, plans, and reports on components of the University's budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and implement analytical approaches to decision-making for critical budget proposals at the University level. Assemble and effectively present information in order to assist in decision-making (e.g., development of rubrics to be used by SBPC, analysis and presentation of survey results in various formats, etc.). Design alternative financial support systems for the University. Perform cost analyses. Participate in, coordinate, and assume responsibilities for multiple special, complex, and confidential projects as assigned by the Director or Associate Director.

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Research, analyze and prepare *ad-hoc* analyses/reports, and provide information to senior management, the SBPC, the URI Board of Trustees, and the Executive and Legislative branches of RI State Government as required.

Provide short- and long-term forecasting, identifying areas of concern and recommending actions to alleviate potential adverse issues. Provide recommendations to be used in final decision-making.

Serve as a liaison and resource in the following capacities: 1) work as liaison and resource to campus community to assess and develop budget reporting needs; 2) serve as liaison and advisor to senior management, University departments and administrators, ensuring adherence to established State, University, and other governing agencies' financial and position control policies/procedures; 3) as necessary, serve as liaison to the SBPC, the URI Board of Trustees, and the Executive and Legislative branches of RI State Government.

Research, compile, maintain, review, and revise annual reports for senior management and the URI Board of Trustees. Participate in the cross-organizational review, definition, and analysis of functional needs, data requirements and sharing procedures. Provide University Computing Systems (UCS) with information regarding decisions, policies, etc., impacting budget management systems.

Develop training manuals and provide campus-wide training to the University's financial community with regard to the University's budgeting process, procedures and regulations.

Develop and implement new University-wide reporting protocols and analytical tools.

Responsible for developing PeopleSoft queries to assist in data gathering and processing, and to respond to *ad hoc* requests from management.

Undertake a variety of technical tasks in support of PeopleSoft Financials; for example, participate in upgrades and associated testing, and engage in the continuing review, definition, and analyses of functional needs, requirements, and business rules and processes associated with the Budget and Financial Planning Office, which might result in the need for system enhancements or modifications.

Participate on various University committees and provide related budgetary, analytical, and technical support.

Represent the Director or Associate Director as required.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required, including the duties of other staff positions in the office.

LICENSES, TOOLS AND EQUIPMENT:

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Personal computers and printers; mainframes; word processing, database management and spreadsheet software; calculators. Excel.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in finance, economics, math, statistics, management, public administration, or related field, with a minimum six years of demonstrated successful professional experience in financial management in a complex organization (including, but not limited to, tracking and analyzing revenue and expenditure budgets and actual data), **OR** a Bachelor's degree with a major/focus in finance, economics, math, statistics, management, public administration, or related field with equivalent related quantitative knowledge and skills, with a minimum of eight years of demonstrated successful professional experience in financial management in a complex organization, (including, but not limited to, tracking and analyzing revenue and expenditure budgets and actual data in a higher education institution or equivalent organization/industry); Demonstrated analytical and problem-solving skills; Demonstrated advanced knowledge of Microsoft Excel functions (e.g., pivot tables, v-lookups, and macro development); Demonstrated experience with enterprise resource planning systems (e.g., Oracle, PeopleSoft, Banner); Demonstrated technical ability to react to complex *ad-hoc* requests; Demonstrated ability to provide clear and concise reports on a timely basis; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to be detail-oriented; Demonstrated presentation skills; Demonstrated ability to be flexible; Demonstrated experience independently managing multiple projects, establishing priorities and meeting deadlines in a fast-paced work setting; Demonstrated experience to independently plan, oversee, and perform work on a variety of fiscal projects involving large, complex data sets; Demonstrated experience making fiscal recommendations used in fiscal decision making; Demonstrated experience independently summarizing complex data sets for reporting and presentations; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience developing complex financial models; Demonstrated knowledge of economic forecasting and simulation methods, econometric and statistical modeling, and data interpretation and processing; Demonstrated programming experience in a Visual Basic environment; Demonstrated experience using the student, human resources, and grant modules of enterprise resource planning systems (e.g., Oracle, PeopleSoft, Banner); Demonstrated experience using statistical software (e.g., SAS, SPSS); Demonstrated experience using predictive modeling; Demonstrated skills in Access; Demonstrated skills in Oracle Budgeting System (PBCS) and, Demonstrated experience using the financial module of an enterprise resource planning systems (e.g., Oracle, PeopleSoft, Banner); and, Demonstrated knowledge of state government and higher education operations, policies, and procedures.

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