

## LOA SALARIED JOB DESCRIPTION

### Job Function

Finance Coordinator/Budget Analyst/Accounting Specialist

### Job Profile

J001502 - LOA Salaried-Business And Financial

### PURPOSE

Assists departments in budget preparation, conducts budget analysis, creates and monitors financial reports for designated accounts and/or capital projects within university departments. Advise on university budget policy and procedures. Performs a broad scope of professional accounting activities requiring experienced, professional knowledge and application of accounting principles and practices. Serves as liaison among departmental stakeholders in order to understand the structure, policies, and operations of an organization and recommends solutions to enable the organization to achieve its goals.

### ESSENTIAL FUNCTIONS/PRIMARY DUTIES

- Provides analytical support for routine budget projects; prepares department budgets; reviews expenditures to ensure conformance with policies and procedures; compiles data and prepares reports.
- Identifies and defines business needs; identifies opportunities for improvement and develops the business plan.
- Documents business, task, and workflow processes using industry standard methods including business process descriptions, use cases, scenarios, diagrams, flow charts, etc., ensuring that these deliverables can be used to design a solution to the stated business problem.
- Monitors revenue and expenses for departmental or unit accounts; ensures expenditure control and compliance with funding and reporting requirements, university policy, and standard accounting procedures.
- Develops budgetary controls and financial reports.
- Examine, analyze, and interpret accounting records to prepare financial statements; provide advice, or audit and evaluate statements prepared by others; install or advise on systems of recording costs or other financial and budgetary data.
- Maintains files and records of budgets and capital projects.
- Researches to find answers to questions or problems regarding projects, department accounts and budget analysis.
- Provides direction and counsel to academic and staff personnel to assist them in understanding financial reports and data, in controlling their costs and budgets, and in fulfilling budgetary requirements.

### MINIMUM QUALIFICATIONS

Bachelor's preferred.