***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Analyst, Budget**

Job Family: Finance, Budget, Accounting, and Internal Audit

Sub Family: Analysis - Budget

**Job Summary:**

Responsible for preparing, analyzing, and reporting statistical data for departmental budgets, while maintaining this information and coordinating all necessary files into a united budgetary and financial forecast.

**Essential Functions:**

* Examines a variety of financial statements for completeness and accuracy and conformity with fiscal policy, assisting in maintenance and reconciliation where needed.
* Performs line by line trend analyses and financial forecasts of departmental budgets.
* Prepares and assembles statistical data and reports for use in budgetary evaluation, maintaining downloaded data to coordinate necessary computer files.
* Provides technical advice and assistance to departmental faculty and managers on adherence to budget and control procedures.
* Produce and analyze sections of special projects or participate in additional departmental and administrative services as needed.
* In a department/school setting, may review past award tracking systems for compliance and accuracy of reporting and develop new systems as needed.
* In a department/school setting, meet programmatic objectives of sponsored program budgeting while adhering to grant and contract agency guidelines.
* Serves as the primary department liaison with sponsored agencies and UMB Financial affairs office in meeting post award reporting requirements.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in accounting, Finance, economics, business administration, and/or related coursework.

Experience: Two (2) years of budget preparation and analysis

Supervisory:

Licensure/Certification:

Other: May consider a combination of directly related experience and education.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1215D

SOC Code: 132030 IPEDS: Business

EEO6 Code: Professional State Code: 9359004

USM eCode: E40122 AAP Code: 3B