

MORGAN STATE UNIVERSITY JOB SPECIFICATION



BUDGET ANALYST I

Class Code: N1020
Pay Range: 10

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under direct supervision, performs entry level professional work in budget formulation, implementation and adjustment functions.

PRIMARY DUTIES

1. Assists in examining a variety of budgets and financial statements for completeness, accuracy and conformity with applicable policies, procedures and requirements associated with budget review, formulation, and submission processes.
2. Assists in preparing and monitoring budgets and accounts. Identifies errors and discrepancies. Prepares and assembles financial and statistical data and basic reports for use in budget evaluation.
3. Assists in providing technical advice and assistance to support staff as needed and to departments in the preparation of budgets.
4. Updates manual and automated files and recordkeeping systems and ensures accuracy of data.

Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: Bachelors degree in accounting or related field with a minimum of nine (9) credits in Accounting.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Working knowledge of and ability to apply Generally Accepted Accounting Principles (GAAP). Ability to apply basic analytical skills; to use calculators; to communicate effectively both orally and in writing; to perform basic mathematical computations; to operate personal computers and related software; to understand and apply budgetary policies and practices; to prepare and present budgetary reports and schedules; to operate manual and automated office equipment.

OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.