

POSITION DESCRIPTION

TITLE: Budget Analyst, Business and Finance Division - (Exempt)

Collective Bargaining - Ineligible - Confidential

Definition - The Board approved definition of a confidential employee is an employee who has access to confidential or discretionary information regarding legal advice or the development or formulation of policy or procedures pertaining to labor relations or budget formulation and implementation; OR, whose functional responsibilities or knowledge concerning employee relations makes the employee's membership in an employee organization incompatible with the employee's duties; OR, who performs the functions of an executive secretary/administrative assistant/office administrator to the president, vice president, or dean [CEO and/or Officer] of St. Mary's College as defined by the Board of Trustees of St. Mary's College of Maryland.

This is a confidential position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Budget Analyst reports to the Accounting Director and is responsible for financial functions such as the yearly Strategic Resource Initiative (SRI) process, research and compilation of data, developing reports, and completing special projects. This position assists the Assistant Vice President (AVP) of Business and Controller in the management of institutional financial and fiduciary responsibilities, to include state reporting requirements. Incumbent assists the human resources department with the development of compensation models and for forecasting and benchmarking the College's salary structure and is responsible for special projects as assigned by the Accounting Director and the AVP of Business and Controller. May serve, as needed, on committees related to budget and compensation. The incumbent works under minimal supervision and has considerable latitude and flexibility in carrying out assigned tasks. The incumbent must have the ability to exercise considerable discretion and judgment in handling confidential and sensitive issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Responsible for the annual Strategic Resource Initiative (SRI) operating budget process used to establish the annual operating budget projected expenses.
- Provides analytical support for various budget related activities and projects. Develops budget recommendations and prepares budget reports and documents.
- Serves as the primary financial contact for the Vice Presidents, providing budget allocation guidance, reporting, and responding to budgetary queries from these senior leaders. Plans and implements various special projects to support the business office and other units of the College as assigned.

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- Responsible for helping resolve any questions or concerns related to campus departmental budgets from fiscal administrators or associates.
- Responsible for providing HSMCC with monthly SMECO billing for Anne Arundel Hall electrical usage. Additionally, provides the annual Anne Arundel Hall billing for maintenance and housekeeping services.
- Develops the payroll budget annually and tracks for the following year.

Compensation:

- Assists the Manager of Human Resources with planning and performing compensation-related studies under the direction of the AVP of Business and Controller or the AVP of Human Resources:
 - Assists with planning and coordinating internal studies and market analyses on compensation-related topics, including job evaluation and pricing, base pay practices, and employee performance review systems.
 - Supports the preparation of formal and ad hoc market studies to assess the need for changes to salary structures and salary increase budgets; assists in the administration of compensation programs.
 - Assists with reviewing position audits, conducting salary surveys, and monitoring the compensation plan.
 - Supports collective bargaining unit wage analyses.
 - Assists with the submission of annual salary information to external salary survey vendors.
 - Works collaboratively with the Provost's staff to support the development and reporting of faculty compensation, including salaries, stipends, and sabbaticals.
- Prepares quarterly reports for the Accounting Director and AVP of Business and Controller on the results to date of the budget actuals compared to approved budget.
- Prepares documents for review by the AVP of Business and Controller of the following Finance, Investment, and Audit Committee (FIA) items to include preparation of reports, schedules and analysis for the following items:
 - Operating fund results to date.
 - CFU budget revisions.
 - Bond spending reconciliation
- Develops skills to do ad-hoc reporting queries in Anthology.
- Assists with annual State budget submission process.
- Assists with year-end closing procedures and reporting.

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- Assists with annual independent financial audit process.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree in Finance and/or Accounting required
- Experience: Minimum of three years administrative experience working in a professional setting, preferably in higher education.
- Demonstrated proficiency using various software including electronic spreadsheets, word processing, and database applications on a personal computer.
- Ability to comprehend and apply department's verbal and written practices, policies, and procedures.
- Must have good organizational, analytical, and interpersonal skills.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.

Department Head/Supervisor Approval

Date

I have received a copy of my position description and, after reviewing it with my supervisor, understand the duties and responsibilities to be performed.

During new employee orientation the human resources office gave me a copy of this position description. Should I have questions or need clarification regarding the duties and responsibilities described in this position description, I will discuss them with my immediate supervisor or the human resources officer.

Employee Signature

/_____
Printed Name

Date