



**COMMUNITY COLLEGE
OF RHODE ISLAND**

Office of Human Resources

POSITION DESCRIPTION

TITLE: Specialist II, Budget
LOCATION: Business Office, Warwick
REPORTS TO: Business Manager
GRADE: BOG 12
WORK SCHEDULE: Non standard, 35 hours per week
SUPERVISES: May supervise student and temporary help

BASIC FUNCTION:

To assist the Business Manager with analytical program budgeting; prepare, analyze, and project the Community College's budget; perform other projects and activities related to the Business Office. Responsible for various Banner specific functions including finance security and aspects of the budget and position control modules.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain and update sophisticated spreadsheets related to the compilation of the unrestricted and restricted budget request, budget allocation and financial reviews.
- Collect budget and expenditure data from several different on-line computer systems and present data in formats conducive to statistical analysis.
- Responsible for on-line budget transfers to financial records system and budget system; verify accuracy of resultant transactions and budget modifications.
- Responsible for maintaining specific expenditure data used for budget projections in spreadsheet files and responsible for reconciling such related data to the financial records system.
- Responsible for the creation and maintenance of Banner Finance security access for authorized employees. Process department requests for employee access. Terminate security as certain college funds are closed. Coordinate with IT Department for setup of new employee access.
- Responsible for Business Office Banner Position Control operations and maintenance including, but not limited to, fiscal year-end processing and budgetary roll functions.
- Prepare and reconcile fund activities on the State RIFANS system. Create and monitor reports for unrestricted, RI capital and revenue bond activities.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

- Responsible for downloading financial data from the financial records system, budget system, and human resources system and developing related spreadsheets.
- Do special ad hoc projects related to all areas reporting to the Business Office as needed.
- Relieve the Business Manager of routine, administrative details relating to all functions of the Business Office. Act as liaison between departments and the Business Manager to facilitate problem solving.
- Interpret and explain State and College policies and procedures on the budget process and purchasing regulations to CCRI departments.
- Create and maintain the Business Office's webpage, including summary budgetary documents, Banner Finance operation instructions for reference, and college policy summaries.
- Assist in designing, developing, and revising forms used by the Business Office for budget, purchasing, and accounts payable activities.
- Enter requisitions into the Purchasing system for Business Office related payments such as utilities and postage as needed.
- Handle important and routine correspondence. Draft correspondence for the Business Manager as needed. Answer Business Office telephone.
- Perform other related duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Knowledge and use of personal computer hardware and software systems including word processing and spreadsheet programs; calculating equipment; copying equipment; fax machines; telephone system.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions

QUALIFICATIONS:

Bachelor's degree with an emphasis in Business Administration or related field required. Demonstrated ability to apply complex mathematical and economic concepts required. Two to three years' experience in applying above concepts in daily work. Strong analytical and computer skills, including advanced Excel and related product required. Must possess strong interpersonal skills and be able to communicate effectively orally and in written form. Must be able to work independently and apply independent judgment to complex issues. Must be able to prepare and present detailed studies and reports on financial and budget issues. Must have excellent organizational skills. A minimum of two years' experience as a budget analyst or comparable position required. Must be able to maintain strict confidentiality of activities occurring in the Business Office. Must be able to work accurately and quickly in a deadline, detail-oriented, high-pressured environment. Or, any combination of education and experience that is substantially similar to the above.

CCRI is an Equal Opportunity / Diversity Employer.

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.

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