



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Specialist II, Budget
<b>POSITION NO.</b>	501462
<b>LOCATION</b>	Warwick
<b>REPORTS TO</b>	Director Budget and Financial Planning
<b>GRADE</b>	BOE 12
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISES:</b>	May supervise student and temporary help
<b>REVISION DATE</b>	August 2022

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**JOB SUMMARY:**

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

**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 Budget 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.
- 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 Budget Office as needed.
- Relieve the Director, Budget and Financial Planning of routine, administrative details relating to all functions of the Budget Office. Act as liaison between departments and the Director to facilitate problem solving.
- Interpret and explain State and College policies and procedures on the budget process to CCRI departments.
- Create and maintain the Budget 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 Budget Office.
- Enter requisitions into the Purchasing system for Budget Office purchases and process invoices for payment 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.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree with an emphasis in Business Administration or related field
- Demonstrated ability to apply complex mathematical and economic concepts
- Two to three years' experience in applying above concepts in daily work.
- Strong analytical and computer skills, including advanced Excel and related product
- Strong interpersonal skills and be able to communicate effectively orally and in written form.
- Ability to work independently and apply independent judgment to complex issues.
- Prepare and present detailed studies and reports on financial and budget issues.
- Excellent organizational skills.
- A minimum of two years' experience as a budget analyst or comparable position
- Maintain strict confidentiality of activities occurring in the Business Office.
- Ability 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

**PREFERRED QUALIFICATIONS**

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.