



JOB TITLE: Senior Budget Analyst
DEPARTMENT: Office of the CFO
SUPERVISOR: TBD
FLSA STATUS: Exempt

MAJOR PURPOSE:

Provide primary institutional support for the annual budget and forecasting process and provide continuous monitoring of departmental budget variances throughout the year. Support the creation of the five year forecasting models, including creating and maintaining profitability models in the budget software. Primary administrator of Adaptive Insights budget and forecasting software.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist in the creation and execution of the Organizational Annual budget and five-year forecasting models,
2. Serve as the primary administrator of Adaptive Insights software and integration with Accounting software
 - a. Train users across the organization in various functions of the budget software.
 - b. Maintain users and role sets; Maintain Adaptive sheets
 - c. Stay current on technology related to budgeting software (Adaptive Insights) and recommend auxiliary products and resources. Attend product conferences.
3. Ongoing Budget and Monthly Variance
 - a. Review monthly budget to actual comparison at the University and department levels. Provide analysis as well as develop models to project various revenues and expenses. Ensure management is aware of significant operating variances
 - b. Develop future projection models, and provide recommendations related to fiscal planning;
 - c. Assist in the development of Profitability models relating to Higher Education
 - d. Upload GL data into the budget software; perform variance analysis on a pre and post close basis; make budget transfer/changes in the budget;
4. Work closely with the Business Office and Office of the CFO to perform special projects and historical budget research

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- Bachelor's degree required

REQUIRED KNOWLEDGE/EXPERIENCE:

- 1-3 years of budget management and variance analysis at a corporate/consolidated level (or related experience)
- Proficient with technology related to budget and accounting software (preferably Adaptive Insights and Microsoft Dynamics GP)

- Thorough knowledge of Financial Statements (preferably non-profit or governmental)
- Knowledge of budget and forecasting models (Higher Education)

SKILLS/ABILITIES:

- Excellent communication skills in both written and verbal formats
- Ability to interact with Executive Management and Department heads

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date