



**JOB TITLE:** Budget Analyst  
**DEPARTMENT:** Business Office  
**SUPERVISOR:** VP of Finance  
**FLSA STATUS:** Exempt

### **MAJOR PURPOSE**

Directs internal financial reporting, analysis, forecasting, and budgeting. Serves as administrator and programmer for the financial database, currently Workday Adaptive Insights. Completes special projects for the senior leadership team as needed.

This position is a minimum of 50% in person and on campus and is required to be available for on campus meetings, team collaboration, and other meetings as needed. Remote work options are available as agreed upon with the supervisor.

The pay range for this position is generally: \$70,000 - \$85,000 annually. Individual pay is generally determined by a number of factors including job-related skills, experience, relevant education or training and location.

### **ESSENTIAL DUTIES**

#### Financial

- Coordinates ongoing forecasting of the income statement and balance sheet for the current fiscal year as well as future years as requested
- Coordinates the annual budget process and makes continual improvements
- Analyzes financial trends and variances to prior forecasts and the annual budget
- Continually assesses the university's cash position and ability to meet financial obligations and bond covenants
- Maintains a revenue distribution and cost allocation system to support net income reporting by major academic program and by school
- Prepares reports for the Board of Trustees

#### Technical

- Administers and maintains the forecasting financial database (currently Workday Adaptive Insights)
- Develop predictive financial models to support organizational decision making
- Analyze processes to identify gaps that can improve profit margins
- Establish benchmarks for financial processes
- Track current financial data to alert stakeholders in case of deviation
- Study industry-specific research and available data to predict trends
- Create written reports that enable management teams to make strategic decisions to meet business goals
- Prepare monthly reports for management
- Develop forecasting tools to automate financial data analysis

### **QUALIFICATIONS**

#### **Education/Certifications**

- Bachelor's degree in accounting

#### **Knowledge/Experience**

- 3 years of financial reporting, analysis, forecasting, and budget experience
- Prior experience maintaining a financial database or extensive experience using a financial database. Workday Adaptive Insights preferred.
- Strong knowledge of accounting concepts
- Prior experience in management or as an advisor to management is preferred

#### **Skills/Abilities**

- Commitment to engage and work effectively with diverse and multi-generational populations and all levels of the University
- Strong problem solving skills and adaptability to changing circumstances
- Ability to work independently within a team structure and contribute to a healthy culture
- Ability to prioritize work strategically and efficiently
- Exercises sound independent judgment
- Maintains confidentiality and manages confidential information
- Ability to communicate effectively in written and oral form
- Ability to take initiative without direct supervision

#### **WORKING ENVIRONMENT**

The employee agrees to promote the values and mission of Jessup 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 20 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