



Knight Vision

UNIVERSITY OF CENTRAL FLORIDA

Finance / Budget Analyst

Working Title: Finance / Budget Analyst
Pay Grades: 17, 18, 19

Job Family: Finance
Levels: I, II, III

Organizational Overview

The University of Central Florida's (UCF's) Finance Business Centers (FBCs) provide first point of contact support for employees across the university's various colleges and divisions. Each center is embedded within a college or division, allowing the Finance, Research & Procurement staff within the center to be integrated into the operations and culture of the community in which they work. Through this model, Finance & Procurement staff act as invaluable advisors and business advocates for the college or division that they serve.

All Finance Business Centers are connected to the university's Central Finance Office and the Office of Research to provide clear and consistent functional accountability and support. In addition, the Central Finance Office and Office of Research will support the training and professional development needs of the FBCs. This connection provides both a strong communication channel for sharing updates in the ever-changing regulatory world in which we operate and support for college-specific challenges that need a university-wide solution. Ultimately, the connection between FBCs, the Central Finance Office and the Office of Research empowers the college and division centers with increased decision and approval rights – removing the need for back-and-forth with central offices.

All employees and FBCs are supported by an Administrative Service Center (ASC). The ASC acts as a hub for common questions and inquiries from employees across the University and updates Workday self-service support materials with current information. The ASC provides the university community access to a rich repository of information in an accessible manner, allowing the FBCs and the Central Finance Office to focus on their core missions. Finally, the ASC provides back-up for the college and division centers as necessary.

Position Summary

The Finance/Budget Analyst will process financial transactions within university financial systems. They will also prepare statements and reports relating to an assigned area of responsibility, monitor records of past and present operations, and apply university accounting policies and procedures in working with accounting records and reports. The Analyst is tasked with assembling, analyzing, and reconciling data and transactions. They will monitor departmental accounts for compliance with applicable regulations and coordinate with the Budget/Finance Director on fiscal compliance related to accreditation and budgets for all academic program activities.

Example of Duties

- Prepare college/division budgets.
- Forecast college/division revenues and expenses.
- Develop and load budgets and associated adjustments into budget management systems.
- Monitor budgetary variances and corrects as appropriate.
- Correct unassigned budget transfers to appropriate revenue or spend categories.
- Provide specialized financial reporting and analysis.
- Identify appropriate funding sources for various financial and HR transactions.
- Reconcile accounts to ensure accuracy of transactions.
- Prepare costing allocations for payroll funding and corrections to payroll funding.
- Review, reconcile, and validate Workday Worktags; initiate Worktag changes as needed.
- Collaborate with HR on workforce funding planning and allocations.
- Prepare, review, or correct workforce funding changes.
- Approve, deny, or return Workday spend transactions.
- Work closely with other members of the business center to disseminate accounting information and ensure compliance.
- Act as liaison between the PI and Office of Research.
- May serve as a backup to the Finance/Budget Director/Manager.

Qualifications

Minimum Qualifications: Bachelor's degree and (0 - 4+) years of relevant experience or combination of relevant comparable education and experience.

Relevant Experience:

- Experience comprehending, interpreting, and appropriately applying the sections of applicable laws, guidelines, regulations, ordinances, and policies.
- Experience reconciling accounting records.

- Experience identifying appropriate funding sources for financial transactions.
- Experience providing monthly, quarterly, and yearly financial reports including budgets, expenses, cash, and auxiliary.
- Experience preparing a college/division budget, managing allocations and adjustments to the budget.
- Experience managing requisitions, journals, and purchase orders.

Preferred Qualifications: Related Bachelor's Degree, financial certifications such as, Certified Budget Specialist (CBS) and higher education experience.

Competencies:

- Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, ordinances, and policies as well as the ability to explain facts, processes, procedures, and financial concepts to others.
- Ability to work as part of a team environment while developing highly effective and valued professional relationships with peers, colleagues, and cross-functional teams and to conduct oneself in an ethical manner.
- Desire to genuinely help people and provide solutions.
- Excellent organizational skills, attention to detail, and ability to keep confidentiality.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to use computers and computer systems (including hardware and software) to support, configure, run reports, enter data, or process information.
- Ability to work with anyone at any level across the institution and maintain a professional, helpful, pleasant interaction.
- Ability to prepare annual reports, evaluate budget proposals, and analyze data to determine the costs and benefits of various program.
- Critical thinking, analytical and problem-solving skills, with proven ability to work closely with leaders to support the resolution of financial issues.

Physical Environment

Standard office environment with no unique physical demands.

Physical/Cognitive Requirements

- Employee must be able to sit or stand for prolonged periods of time.
- This role routinely uses standard office equipment.
- Written communication; verbal communication; logic; fast pace; multiple priorities; sitting in normal position; analyzing; reasoning; reading.

Responsibility for Confidential Data

Exposed to highly sensitive and confidential information and situations. Must be able to handle with objectivity, candor, and confidence.