
Budget Policy Analyst

Position Details

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Please record information regarding the position such as work location, FTE, and term. The information is used, along with the other information, as a basis for HRS determination of the appropriate title, salary rate, and Fair Labor Standards Act (FLSA) exemption status.

University Title	Budget/Policy Analyst
Title Code	1297
Working Title	Budget Policy Analyst
Position Number	125243
College/Area	Presidential Units
Department	Budget Office
Hiring Unit	
Work Location	Pullman
Position Supervisor	Reports to Capital Budget Director
Summary of Duties	<p>Under the direction of the Capital Budget Director, this position performs complex and independent budget and policy analysis duties as the primary analyst involved with the capital budget for the University. This includes analyzing the impact of proposed state legislation and providing budgetary analysis, tracking, revenue forecasting and state system input.</p> <p>It also assists with analysis and data tracking for the University operating budget and provides staff support to a university committee. It serves as budget advisor/financial liaison to assigned Vice Presidential area(s) and departmental administrators. This includes monitoring budget status, reconciling, providing budget assistance and training, and analyses.</p>
Appointment Status	Permanent
Appointment FTE%	100
Position Term in Months	12
FLSA Status	Overtime Ineligible

Job Duties

Access Requirement

Access Requirement Financial data, Personnel data

Other Access Requirements

Job Duties

*A minimum of 1 entry is required.

Essential Duty Yes

Percent of Time 50%

Job Function Budget Request Preparation, Allocations, and Monitoring

Duties Performed

Collaborate in the development of and provide analysis for university biennial and supplemental capital and operating budget requests components. Prepare and input data for cost studies and reports for both internal and external use. Responsible for major budget functions for the University such as forecasting revenues and expenditures, allocating funding, budgeting and monitoring various pools of funding, particularly related to the capital budget.

During state legislative sessions, review and interpret fiscal impact to WSU of proposed and final legislation. Prepare reports reflecting the same. Responsible for the preparation and input of state capital allotments. Prepare periodic business and financial reports and documents and present to the Director of the Capital Budget. Review and develop procedures and reports for budget and planning. Ensure compliance with federal, state and university regulations.

Advise facilities services staff and area personnel regarding capital budget policies and procedures. Work closely with facilities staff during development and the completion of the state capital request requirements including shared duties related to state system input.

Attend state higher education training or meetings as assigned.

Essential Duty Yes

Percent of Time 25%

Job Function Committee Appointments, Space Utilization, and Other Duties

Duties Performed

Be highly involved with and provide staff support for General University Classroom (GUC) committee and sub-committee activities, submission and monitoring of classroom projects, budget reconciliations, physical inventory, and monitoring projects and controls.

Independently trouble shoot classroom issues with Facilities Services and Academic Media Services staff. Keep the classroom committee's website current.

Prepare and provide annual (and ad hoc) space utilization studies, spreadsheets, and graphs of various classrooms, teaching labs, and other types of spaces for all campus locations. Provide staff support for state higher education capacity studies and requests for related information.

Other university committee work as assigned

Essential Duty

Yes

Percent of Time

20%

Job Function

Area Budget/Finance Assistance

Duties Performed

In consultation with Vice President(s) of assigned area(s) and departmental administrators prepare, submit and monitor the annual permanent and temporary operating and capital budget. Prepare periodic business and financial reports and furnish recommendations for action.

Allocate funds to departments and budgets based upon VP area priorities and objectives. Reconcile area reserves. Review, edit and coordinate university approval of contracts and other financial obligations for assigned area(s). Oversee position activity within assigned area(s), providing advice and guidance to area and department administrators. Coordinate mass salary adjustments, payments and reconciliations. Execute actions as appointing authority when needed in the absence of the Vice President.

Review budget and planning procedures and reports; coordinate execution of the same with departments. Make recommendations on staffing, personnel issues, operating procedures and organizational matters to maximize operations. Ensure compliance with federal, state and university regulations.

Essential Duty

No

Percent of Time

5%

Job Function

Other Duties as Assigned

Duties Performed

Participate in other projects and perform other duties as assigned.

Position Qualifications

Required Qualifications

A Bachelor's degree in accounting, business or public administration or other relevant field and four (4) years of experience in finance or budget administration which has included the use and development of spreadsheets, graphics and databases. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

Additional Requirements

Preferred Qualifications

Financial experience in government or higher education.

Advanced degree in business management, public administration, accounting or related field.

Essential Work Competencies

Essential Work Competencies

The essential work competencies are the knowledge, skills, abilities, mental requirements, physical requirements, and working conditions related to the duties and responsibilities identified as essential functions of the position.

Knowledge, Skills, Abilities or Competencies

Describe the knowledge, skills and abilities required of the position.

Ability to apply technical knowledge.

Ability to produce high quality work.

Ability to work effectively under stressful situations.

Ability to multitask without loss of efficiency or accuracy, including the ability to perform multiple duties from multiple sources.

Ability to handle stressful situations.

Ability to maintain confidentiality, to the extent allowed by law.

Ability to recall, analyze and organize information.

Ability to make positive and constructive recommendations and take a proactive approach toward promoting more efficient and effective systems and processes.

Ability to establish and maintain effective and cooperative working relationships within the department, the university, outside agencies, and other organizations.

Demonstrated commitment to, and experience successfully advocating for diversity and the values of diversity.

Mental Requirements

Indicate the mental demands of the position.

Ability to reason logically and make sound decisions, to consider alternative and diverse perspectives, to communicate effectively both orally and in writing, to remain poised under all circumstances, and to interact effectively with people in a positive manner that engenders confidence and trust.