



Job Title	Budget Analyst
PVN ID	LA-1601-000926
Category	Administrative Services
Location	LAGUARDIA C. C.
Department	Adult and Continuing Education Vice Pres
Status	Full Time
Annual Salary	\$45,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Dec 29, 2017 (Or Until Filled)

General Description

Under the supervision of the Associate Director of Finance, the Budget Analyst will assist project directors of the Division of Adult and Continuing Education at LaGuardia Community College in the creation of budgets in addition to the following duties:

- Monitor and reconcile accounts for adherence to established budgets.
- Monitor budgets for expenditure in a timely fashion.
- Ensure that account transactions are in compliance with all applicable guidelines.
- Assist project directors with analysis of project-related issues.
- Develop and implement solutions, create and maintain information systems related to projects and run reports as required by management.

Other Duties

- Act as the interface between the Finance Office; various project personnel, Grants Office and Research Foundation.
- The Budget Analyst will also assist the Associate Director of Finance in compiling and analyzing data for financial reports to senior management.

Other duties as assigned.

Qualifications

Minimum Qualifications: Bachelor's degree and four years' related experience required.

Relevant experience in budget or financial analysis with experience in higher education is strongly preferred. Experience with financial database systems, managing budgets with multiple funding sources is required, along with strong analytical and computer skills related to budgeting, forecasting and financial reporting. Grants management experience strongly preferred. Must have strong organizational skills with the ability to establish priorities, handle multiple demands and projects, attention to detail high degree of accuracy and meet multiple simultaneous deadlines. Excellent verbal, written and interpersonal communication skills. Advanced proficiency using Microsoft Office software programs to analyze financial data, database experience (e.g. Access preferred or SQL), evaluate needs and requirements, and present findings as required.