



Sr. Budget Specialist (full-time, 35 hours/week)

Office of the CIO

Position 101834

Position Summary: Reviews expenditures and prepares budgets for Technology Services to ensure conformance to budgetary limits. Analyzes overruns/underruns, actual spending and revenue, and prepares a variety of statistical reports. Provides management with analysis results to help with budget decisions. Manages activities in the information technology procurement function. Ensures products and services are purchased in a cost- and time-efficient manner. May advise and direct work teams, performing the same and higher level tasks as team.

Essential Responsibilities Include: Maintain financial records for the division and ensure that financial transactions are properly recorded. Ensure the accuracy of entries to ledger sheets and reconcile the division's ledger accounts to the general ledger. Identify and resolve any discrepancies to an account. Monitor and analyze actual versus budgeted expenses and revenues for the division, and provide reports of projected year-end results. Assess the suitability of expenditures, and work with supervisors to enforce budget limits. Analyze budget trends, including year-to-year comparisons of costs, revenues and financial commitments to ensure budget outcomes are matched with stated goals and objectives and to facilitate planning. Analyze, plan, and assist with the development of annual operating and capital budgets for the division.

Manage activities in the information technology procurement function. Ensure IT products and services are purchased in a cost- and time-efficient manner. Review technology purchasing decisions, orders, and vendor contracts. In coordination with the Office of Procurement Services, obtain vendor pricing and oversee the ordering of IT products and services from vendors. Create purchase orders for the acquisition of products and services and perform related financial workflow tasks. As part of a team, prepare and process payments accurately and on time for amounts owed by the division. Review and verify purchase orders, statements, and invoices needed to prepare payments. Reconcile bills and balance accounts. Track all payment and transaction records using applicable systems. Maintain vendor files. Perform procurement, interdepartmental invoicing and personnel workflow duties when other members of the team are absent. Process service request tickets, adhering to established SLAs or performance requirements. Document complex or regularly-occurring budget and procurement processes. Suggest improvements to process, and be a knowledge resource for other team members and Technology Services staff.

Minimum Qualifications: Bachelor's Degree with a minimum of Minimum six (6) years of bookkeeping or IT procurement experience. Demonstrated financial management, budgeting, and procurement experience and skill, including the ability to manage and monitor a multi-million dollar budget. Higher Education experience is a plus. Requires knowledge of finance, accounting, budgeting, and cost control procedures. Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections. Ability to analyze budgetary expenditures for compliance with the organization's budget, policies and procedures. Account balancing and reconciling skills. Ability to work with stakeholders and financial staff to resolve budget variances. Fiscal analysis and accounting experience in budget preparation, especially in a nonprofit or university setting. Spreadsheet software (e.g., Microsoft Excel) skills to quantify and illustrate routine financial reports, comparisons, impacts, and/or projections. Working knowledge of Oracle PeopleSoft Financials, or the willingness and ability to learn within 3 months of hire.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101834 in subject line of email.

Please do not include photos on resumes and save documents with first/last names. **All applicants must be supportive of the mission and vision of *The Catholic University of America*.** Position is open until filled.

THE CATHOLIC UNIVERSITY OF AMERICA

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