

THE CATHOLIC UNIVERSITY OF AMERICA

Budget Analyst (full-time, 35 hours/week)

Budget Office

Position 101914

Position Summary: The Budget Analyst assists the Director, Academic Budgets in analyzing and monitoring budget activity for the academic area, developing the budget and exercising budgetary changes, provide direction regarding budgeting responsibilities, and maintaining position budgeting.

Essential Responsibilities Include: Assist the Director in analyzing and monitoring budget activity for the academic area, developing the academic area budget and exercising budget operations, provide direction regarding budgeting responsibilities. Maintain accurate position control budgets ensuring that salary budgets are in balance. Reconcile the submitted salary against detailed position control budgets. Review and process personnel requisition forms (PRFs) for assigned areas to ensure accuracy of salary, position number, title and funding codes. Analyzing departmental budgets determining variances and communicating with appropriate individuals as to causes and remediation of negative variances. Verifies sufficiency of funds for endowed and reserve fund scholarships. Assist with preparing the academic area's annual operating and capital plan for review by the Provost. Assist with the execution and distribution of departmental budgets. Reconcile department budget details and resource allocation requests. Review and reconcile department budget requests against targets and funding totals. Receive and respond to budgetary questions by the academic community. Proposes solutions to budgetary issues. Assist with training school and departmental financial representatives on the appropriate use of PeopleSoft financial system, fund accounting, chart field accounts, reporting tools and University accounting system.

Minimum Qualifications: A Bachelor's degree with at least one (1) to three (3) years of financial analysis experience. Excellent computer skills using Microsoft Word, Excel, Power Point. Highly motivated, self-starter with strong financial and analytical skills. Must possess strong problem solving skills coupled with strong verbal and written communication skills. Ability to work independently and the ability to meet multiple deadlines and work under pressure. A high level of discretion is essential.

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 101914 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.

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