Budget Coordinator (full-time, 35 hours/week)
Technology Services
Position 101651

Position Summary: Oversee the review of expenditures and preparation of operating and capital budgets for Technology Services to ensure conformance to budgetary limits. Facilitate the analysis of overruns/underruns, actual spending and revenue, and prepare a variety of statistical reports. Perform a variety of complex and confidential operational fiscal duties for Technology Services, including procurement, payroll and budget workflow tasks. Performs the same and higher level tasks as team.

Essential Responsibilities Include: Oversee Technology Services budgets. Coordinate and perform complex accounting and budget duties requiring independent judgment and analysis; maintain various financial records, ensure all related accounting entries and transfers are completed, and accounting records reconcile to respective reports. Monitor and analyze overruns/underruns, actual spending and revenue, and prepare a variety of statistical reports. Periodically review operating budgets to analyze trends affecting budget needs; assist in preparation of budgets to ensure conformance to budgetary limits. Perform daily fiscal operations for the Technology Services, including procurement, payroll and budget workflow tasks. Maintain detailed, accurate reports and records of business transaction data and paperwork submissions. Prepare billings, financial reports and request forms, and related correspondence for the department. Ensure that reports and required paperwork are completed accurately and on schedule. Provide support. Process service request tickets, adhering to established SLAs or performance requirements. Advise staff on technical processes, expenditure policy questions, and queries regarding resources, procedures, and guidelines; provide training to staff in these areas as directed. Document complex or regularly-occurring budget and fiscal processes. Work independently, in teams, or as team leader to carry out assignments within the framework established by the supervisor and in conformance with established practices and procedures; bring unexpected or controversial findings to the supervisor’s attention. Provide regular progress and status reports to the supervisor. Create and present written or oral briefings. Cross train staff as required. Participate in BSC group meetings and activities. Participate in interdepartmental Technology Services meetings and project teams as directed. Follow CUA and Technology Services staff guidelines and requirements. Perform other job-related duties as assigned by supervisors.

Minimum Qualifications: A Bachelor’s Degree is required, and a minimum of three (3) years of bookkeeping experience. A Degree in Accounting, Finance, Business Administration or related field is highly desired. Demonstrated financial management, budgeting, and accounting experience and skill, including the ability to manage and monitor a multi-million dollar budget. Must have excellent attention to detail and accuracy. Must have excellent organizational skills. Must have excellent written and oral communications skills. Must have good analytical and problem-solving skills. Must have the ability to interact tactfully and skillfully with all levels of CUA employees as well as all levels of business contacts outside the University. Must have the ability to handle difficult and/or sensitive situations with tact and diplomacy. Must be able to exercise the knowledge and judgment to maintain confidentiality.

Preferred Qualifications: Higher Education experience is a plus. Oracle PeopleSoft Financials experience is a plus. Certified Public Accountant (CPA) certification is highly desirable. Experience with Microsoft PowerPoint, Microsoft Access, Microsoft Visio or Microsoft Project is a plus.

How to apply: forward application, resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101651 in subject line of email. Applications are being accepted until position is filled.

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