



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Budget Specialist III
POSITION NO.	502854
LOCATION	Warwick
REPORTS TO	Director Budget and Financial Planning
GRADE	BOE 14
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	N/A
REVISION DATE	May 2023

JOB SUMMARY:

Under the direction of the Assistant Business Manager, the Budget Specialist III will work independently to evaluate and review complex technical information in order to prepare comprehensive analyses, plans and reports on components of the College's budget. The Budget Specialist will perform complex and comprehensive work including forecasting, research analysis, trend analysis, financial modeling, query management and report writing related to budget preparation and submission.

The Budget Specialist will provide analytical counsel and support for special projects to senior management, campus committees, the Council on Postsecondary Education, and the Executive and Legislative branches of RI state government. The Budget Specialist will also participate in the compilation, control and monitoring of the College's budget by conducting research, developing, evaluating, and formulating modifications and improvements to budgeting policies and financial procedures.

DUTIES AND RESPONSIBILITIES:

Mission/Student Success:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.

Research/Analysis/Forecasting:

- Research, analyze and prepare ad-hoc analyses/reports, and provide information to senior management, campus committees, the RI Council on Postsecondary Education, and the Executive and Legislative branches of RI State Government as required.
- Provide short- and long-term forecasting, identifying areas of concern and recommending actions to alleviate potential adverse issues. Provide recommendations to be used in final decision-making.
- Research, compile, maintain, review, and revise annual reports for senior management and the RI Council on Postsecondary Education.
- Prepare and analyze reports on complex project components of the College's budget.
- Track expenditures and/or revenues and perform post-audit and other reviews of actual expenditures and/or revenues.
- Perform cost analyses.

Strategy:

- Develop and implement analytical approaches to decision-making for critical budget proposals at the College level.
- Design alternative financial support systems for the College.
- Develop training manuals and provide campus-wide training to the College's financial community with regard to the College's budgeting process, procedures and regulations.
- Develop and implement new College-wide reporting protocols and analytical tools.
- Develop queries to assist in data gathering and processing, and to respond to ad hoc requests from management.

Communication:

- Assemble and effectively present information in order to assist in decision-making (e.g., development of rubrics to be used by stakeholders, analysis and presentation of survey results in various formats, etc.).
- Serve as a liaison and resource in the following capacities: 1) work as liaison and resource to campus community to assess and develop budget reporting needs; 2) serve as liaison and advisor to senior management, College departments and administrators, ensuring adherence to established State, College, and other governing agencies' financial and position control policies/procedures; 3) as necessary, serve as liaison to committees, the RI Council on Postsecondary Education, and the Executive and Legislative branches of RI State Government.
- Provide Information Technology with information regarding decisions, policies, etc., impacting budget management systems.

Departmental Support:

- Participate in, coordinate, and assume responsibilities for multiple special, complex, and confidential projects as assigned by the Vice President.
- Participate in the cross-organizational review, definition, and analysis of functional needs, data requirements and sharing procedures.
- Undertake a variety of technical tasks in support of financial and analytical systems; for example, participate in upgrades and associated testing, and engage in the continuing review, definition, and analyses of functional needs, requirements, and business rules and processes associated with the budget and financial planning, which might result in the need for system enhancements or modifications.
- Participate on various College committees and provide related budgetary, analytical, and technical support.
- Provide ongoing support to the Deans, Directors, college administrators and professional staff.
- Provide clear and concise reports on a timely basis.
- Represent the Vice-President as required

LICENSES, TOOLS, AND EQUIPMENT:**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Master's degree in finance, economics, math, statistics, management or public administration AND Three (3) years of demonstrated successful professional experience in financial management in a complex organization, OR
- Bachelor's degree in finance, economics, math, statistics, management, or public administration, AND Five (5) years of demonstrated successful professional experience in financial management in a complex organization,.

PREFERRED QUALIFICATIONS:

- Strong written/oral communication skills.
- Strong organizational skills/detail oriented.
- Strong interpersonal skills.
- Strong analytical and problem-solving skills.
- Strong presentation skills.
- Will have the ability to work independently.
- Strong Microsoft Office skills, particularly in Excel and Access.
- Will have the ability to develop complex financial models.
- Will have the ability to use a collaborative approach when working with students and colleagues.
- Will have the technical ability to react to complex ad-hoc requests.
- Will have experience in tracking and analyzing revenue and expenditure budgets and actual data, data in a higher education institution or equivalent organization/industry.
- Will have experience working with enterprise resource planning systems (e.g., Oracle, Banner).
- Will have the ability to manage multiple projects simultaneously in a fast-paced work setting.
- Will have knowledge of state government and higher education operations, policies, and procedures.
- Will have knowledge of economic forecasting and simulation methods, econometric and statistical modeling, and data interpretation and processing.
- Will have programming experience in a Visual Basic environment.

- Will have experience using the student, human resources, and grant modules of enterprise resource planning systems (e.g., Oracle, Banner).
- Will have demonstrated experience using statistical software (e.g., SAS, SPSS).
- Will have experience using predictive modeling.
- Will have advanced knowledge of Microsoft Excel functions, such as pivot tables, v-lookups, and macro development.
- Will have experience using the financial module of enterprise resource planning systems (e.g., Oracle, Banner).

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.