



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

TITLE:	Specialist II, Budget
LOCATION:	Business Office, Warwick
REPORTS TO:	Business Manager
GRADE:	BOG 12
WORK SCHEDULE:	Nonstandard, 35 hours per week
SUPERVISES:	May supervise student and temporary help
ABOUT CCRI:	

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: <https://www.ccri.edu/equity/culture/guidingprinciples.html>

JOB SUMMARY:

To assist the Business Manager with analytical program budgeting; prepare, analyze, and project the Community College's budget; perform other projects and activities related to the Business Office. Responsible for various Banner specific functions including finance security and aspects of the budget and position control modules.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain and update sophisticated spreadsheets related to the compilation of the unrestricted and restricted budget request, budget allocation and financial reviews.
- Collect budget and expenditure data from several different on-line computer systems and

- present data in formats conducive to statistical analysis.
- Responsible for on-line budget transfers to financial records system and budget system; verify accuracy of resultant transactions and budget modifications.
 - Responsible for maintaining specific expenditure data used for budget projections in spreadsheet files and responsible for reconciling such related data to the financial records system.
 - Responsible for the creation and maintenance of Banner Finance security access for authorized employees. Process department requests for employee access. Terminate security as certain college funds are closed. Coordinate with IT Department for setup of new employee access.
 - Responsible for Business Office Banner Position Control operations and maintenance including, but not limited to, fiscal year-end processing and budgetary roll functions.
 - Prepare and reconcile fund activities on the State RIFANS system. Create and monitor reports for unrestricted, RI capital and revenue bond activities.
 - Responsible for downloading financial data from the financial records system, budget system, and human resources system and developing related spreadsheets.
 - Do special ad hoc projects related to all areas reporting to the Business Office as needed.
 - Relieve the Business Manager of routine, administrative details relating to all functions of the Business Office. Act as liaison between departments and the Business Manager to facilitate problem solving.
 - Interpret and explain State and College policies and procedures on the budget process and purchasing regulations to CCRI departments.
 - Create and maintain the Business Office's webpage, including summary budgetary documents, Banner Finance operation instructions for reference, and college policy summaries.
 - Assist in designing, developing, and revising forms used by the Business Office for budget, purchasing, and accounts payable activities.
 - Enter requisitions into the Purchasing system for Business Office related payments such as utilities and postage as needed.
 - Handle important and routine correspondence. Draft correspondence for the Business Manager as needed. Answer Business Office telephone.
Perform other related duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Knowledge and use of personal computer hardware and software systems including word processing and spreadsheet programs; calculating equipment; copying equipment; fax machines; telephone system.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions

QUALIFICATIONS:

Bachelor's degree with an emphasis in Business Administration or related field required. Demonstrated ability to apply complex mathematical and economic concepts required. Two to three years' experience in applying above concepts in daily work. Strong analytical and computer skills, including advanced Excel and related product required. Must possess strong interpersonal skills and be able to communicate effectively orally and in written form. Must be able to work independently

and apply independent judgment to complex issues. Must be able to prepare and present detailed studies and reports on financial and budget issues. Must have excellent organizational skills. A minimum of two years' experience as a budget analyst or comparable position required. Must be able to maintain strict confidentiality of activities occurring in the Business Office. Must be able to work accurately and quickly in a deadline, detail-oriented, high-pressured environment. Or, any combination of education and experience that is substantially similar to the above.

CCRI is an Equal Opportunity / Affirmative Action Employer.

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: TitleIXCoordinator@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>

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Knight Campus

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