



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

JOB DESCRIPTION

POSITION: Budget Specialist I, Financial Analysis

REPORTS TO: Business Manager

GRADE: BOE 10

WORK SCHEDULE: Non Standard; 35 hours per week

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:

As directed, assist in the following:

Forecast, research and trend analysis; financial modeling; ERP query management; report writing related to budget preparation and submission; tracking expenditures and/or revenues; performing post-audit and other reviews of actual expenditures and/or revenues; general support to the Business Office and its direct reports.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Consolidate and summarize budget recommendations for each budget cycle as required at the college/department/unit/program level.

Prepare creative and complex Power Point presentations and other reports using spreadsheet software, particularly Excel. Assist with compiling and maintaining data to support these efforts.

Populate the banner spreadsheet budgeting system as needed.

Manage day-to-day activities as related to specific budget areas such as utilities, dues and memberships, telecommunications including gathering data, entering and monitoring purchase orders. Responsible for the maintenance of excel spreadsheets including projection activities.

Serve as liaison and resource to college departments and administrators regarding financial data and proper budget procedures and practices. Resolve related problems.

Prepare program cost analysis, with recommendations to management for final decision making.

Participate in multiple, special, and confidential projects as assigned by the Business Manager.

Represent the Business Office on college committees as needed.

Research, analyze, and prepare *ad hoc* analyses/reports. Provide short and long term forecasting, identifying areas of concern and recommending actions to alleviate potential adverse issues. Provide recommendations to management for final decision making.

Research, compile, maintain, and review annual reports for the Business Manager.

Assist in the development of Banner queries, including data gathering and processing, and respond to *ad hoc* requests from management.

Assist with a variety of technical tasks, for example, participate in computer system upgrades and associated testing, and engage in the continuing review, definition, and analysis of functional needs, requirements, and business rules and processes associated with the Business Office which might result in the need for system enhancements or modifications.

Provide confidential administrative services for all staff of the Business Office, including the following: arrange and schedule meetings; type reports, correspondence, and related materials; make travel arrangements; draft and respond to routine correspondence.

Answer phones, greet visitors, and disseminate information to a diverse constituency. Exhibiting a high degree of tact and sensitivity, deal directly with public, students, faculty, staff, and officials (both within and outside the college) on behalf of the Business Manager and staff.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required, including the duties of other staff positions in the office.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; MFD's, database management and spreadsheet software; calculators. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's Degree with major/focus in finance, economics, mathematics, statistics, or business administration.

At least three years of experience in a complex professional financial support position with responsibilities for budgets, and which includes experience with business analytics, demonstrable excellence in Microsoft Word, Excel and PowerPoint.

Demonstrated strong mathematical skills in a multiple priority environment.
Demonstrated ability to coordinate complex management tasks, to work independently, and to balance multiple priorities.

Ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others.

Experience with Banner or similar Oracle-based human resource and financial software.

Excellent interpersonal and written and verbal communication skills.

Work independently to organize, coordinate and support Business Office functions.

Preferred:

At least three years of experience in the capacity of financial administrative support in a higher education or similar non-profit institution.

Demonstrated knowledge of budgetary process and analysis.

Demonstrated experience developing and implementing administrative policies and procedures.

Experience with writing reports from an enterprise management system using tools such as Argos or Cognos.

One to two years of demonstrated successful experience in a financial setting that include concrete work experience such as tracking and analyzing budget trends, applicable use of Excel functionality such as pivot tables and v-look-ups.

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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