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Position #: (NUNC)....6877
Developed by:...L.Barrett
Reviewed by:...L.Kenerson
Approved by:...L.Kenerson
Date.....10/3/10

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Senior Business Analyst
DIVISION: Administration and Finance (Budget and Financial Planning)
REPORTS TO: Assoc. Director, Budget and Financial Planning
GRADE: 12
SUPERVISES: May supervise and review the work of employees, interns, students assigned to assist on special projects

BASIC FUNCTION:

Analyze trends, develop statistical or simulation models and formulate projections for various budget components. Research, develop, evaluate, and formulate modifications and improvements to budgeting policies and financial procedures. Develop and implement reporting protocols and analytical methodologies. Provide analytical counsel and support for special projects to Senior Management and the Strategic Budget and Planning Council. Participate in the compilation, and the control and monitoring of the University budgets.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Analyze historical trends, develop complex statistical or simulation models and formulate projections for various budget components and units; develop surveys, benchmark analyses for University units (colleges, auxiliary, enterprises, etc.); provide short and long term forecasting projections to management, identifying major areas of concern and making recommendations to alleviate potential issues.

Research, develop and evaluate complex issues requiring the preparation of reports with findings and recommendations relating to budgeting policies and procedures; provide support in the initiation, preparation, and issuance of policies, practices, and procedures related to all budgeting matters.

Develop and implement new University-wide reporting protocols and analytical tools; independently revise and introduce new analytical methodologies, concepts and perspectives, overhaul internal analysis techniques, and automate and streamline analytical processes and financial procedures; develop recommendations for new or improved procedures as

appropriate; assist with the planning, organizing and reporting on various financial processes and activities of each budget cycle.

Provide analytical counsel and financial support for special projects to Senior Management and the Strategic Budget and Planning Council; develop and implement analytical approaches to decision making for critical budget proposals at University level; assemble information and present effectively to assist in decision making; create and execute decision support systems for tuition and enrollment policies; originate and lead the development of enrollment and tuition models; design alternative financial support systems for the University; analyze and prepare information for Senior Management as requested.

Increase efficiency in data gathering and processing; participate in the cross-functional cross-organizational review, definition and analysis of functional needs, data requirements and sharing procedures; analyze and implement University-wide data sharing rules and processes; evaluate and advise Senior Management in adoption/customization of University-wide budget systems; provide support to PeopleSoft team for implementation of new modules, functions, or upgrades as required.

Participate in, coordinate, and assume responsibilities for multiple special and complex projects as assigned by the Director or Associate Director; research, analyze and prepare ad-hoc analyses/reports for Senior Management, the Office of Higher Education, and the Executive and Legislative branches of Government as required.

Work as liaison to campus community to assess and develop budget reporting needs; responsible for developing and providing training to the University financial community on budgeting procedures, including the development of training manuals; serve as liaison, resource, and adviser to University departments, administrators, and Senior Management regarding financial data and proper budget procedures and practices and resolves related problems as required.

Develop annual budget recommendations for unrestricted and restricted budgets at the college/department/unit/program level, based on complex financial analysis of financial, personnel and grant data; supervise budget execution, including review and approval of budget modifications and post audit of departmental expenditures; insure adherence to established State, University, and other governing agencies' policies and procedures; prepare program cost analyses with recommendations to management for final decision making.

Compile, maintain, review and revise annual reports for Senior Management and the Office of Higher Education.

Maintain a high level of understanding of current development in the assigned areas of responsibility and anticipate future needs; maintain a high level of understanding of financial, accounting and compliance policies and practices as they relate to budget, revenue, expense, and non-budgeted accounting activity for all assigned areas.

OTHER DUTIES AND RESPONSIBILITIES:

Handle information of a sensitive and confidential nature.

Perform Budget Specialist I and Budget Specialist II duties as required.

Participate in meetings with members of administrative staff of the University.

Perform related assignments as required.

Responsible for supervision of various employees, interns, or students as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software; calculators.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master in Business Administration with a minimum of two years of professional experience in analyzing and tracking data in a state supported research oriented doctoral University with a budget of more than \$500M; working knowledge of econometric and statistical modeling including forecasting and simulation methods; advance skill levels in using and manipulating spreadsheet applications including Visual Basic programming; working knowledge of financial, human resources and grant modules of enterprise resource planning systems (e.g. Oracle, PeopleSoft, Banner) and working knowledge of statistical software (e.g. SAS, SPSS); experience in working with and presenting results of complex research or analysis to senior management.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.