



**RHODE ISLAND COLLEGE  
JOB DESCRIPTION**

Position classification: NUNC  
Date created or revised: 9/8/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: No  
Campus Security Authority: No

Title: Budget Specialist II  
Status: Full-time continuous appointment  
Grade: 12  
Union Affiliation: NUNC (Non-Union/Non-Classified)  
Reports To: Director of Budget

**PRIMARY PURPOSE:**

Assist the Director in functions related to the preparation, analysis, and administration of the Rhode Island College budget; perform other projects and activities related to the Budget Office.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Essential Job Functions:

- Maintain and update sophisticated spreadsheets related to the compilation of the College's unrestricted and restricted budget request, budget allocation and financial reviews.
- Be responsible for online budget transfers to budget system, verify accuracy of resultant transactions and budget modifications.
- Be responsible for maintaining specific expenditure data used for budget projections in spreadsheet files and for reconciling such related data to the financial records system.
- Be responsible for downloading financial data from the budget system, and human resources system and developing related spreadsheets.
- Perform administrative details relating to all functions of the Budget Office.
- Act as liaison between departments and the Budget Director to facilitate problem solving.
- Enter requisitions into the Purchasing system for the Budget Office.
- Interpret and explain State and College policies and procedures on the budget process to Rhode Island College departments.
- Assist in designing, developing, and revising documentation used by the Budget Office for budget activities.
- Handle important and routine correspondence; draft correspondence for the Budget Director as needed; answer Budget Office telephone as first point of contact.
- Act as liaison between departments and the Budget Director to facilitate problem solving.

Occasional Job Functions:

- Perform other duties and responsibilities as assigned by the Director of Budget.
- Perform special ad hoc projects related to all areas reporting to the Budget Office as needed.
- Be available for occasional evening and/or weekend work as required.

**REQUIRED QUALIFICATION STANDARDS:**

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### Education:

Bachelor's degree with an emphasis in Business Administration or related field.

### Experience:

A minimum of four years' experience as a budget analyst or in a comparable position with at least two of these years applying complex mathematical and economic concepts in daily work.

### Skills, Knowledge and Abilities:

- Strong analytical skills.
- Strong computer skills, including advanced Excel and related software systems that contain word processing and spreadsheet programs.
- Strong interpersonal skills and the ability to communicate effectively orally and in written form.
- Ability to work independently and apply independent judgment to complex issues.
- Ability to prepare and present detailed studies and reports on financial and budget issues.
- Excellent organizational skills.
- Ability to maintain strict confidentiality of activities occurring in the Budget Office.
- Ability to work accurately and quickly in a deadline, detail-oriented, high-pressured environment.
- Competency in use of related office equipment, and business practices.

### **ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*