Business/Budget Analyst
Salary Range: $$50,000 - $55,000 per year

Founded in 1991, UWest is a nonprofit and WASC accredited liberal arts university just outside of Los Angeles, committed to providing a whole-person education, nourishing mind, body, and spirit, and facilitating cultural understanding and appreciation between East and West. This unique approach underlies all of our academic offerings, and gives UWest its unusual character. We believe in learning with, from, and on behalf of others, and encourage our students to forge their own path. UWest offers academic programs at the bachelor's, master's and the doctorate degree level. University of the West, located in the city of Rosemead, Los Angeles County, California, is looking for a Business/Budget Analyst.

Job Summary:

Under general supervision of CFO, the incumbent's primary responsibility is to provide comprehensive and complex analysis and recommendations to senior leadership in support of ongoing improvements to the effectiveness of the University's budgeting and spending processes. The position is responsible for leading the planning, development, and implementation of the annual institutional budget process; identifying problem areas, opportunities for business and operational process improvements, and effective strategies for implementing improvements; conducting financial and budgetary research and in-depth analysis of accounts, costs, and expenditures; administering accounting controls and monitoring expenditures; and applying established statistical methods to determine data sources and appropriate methods for creation and interpretation of reports and recommendations related to policy and business practice changes.

Job Duties and Responsibilities:

- Works closely with CFO and President to gather and analyze budgetary data for modeling, projecting, forecasting, and planning. Provides in-depth financial analysis and reports, including revenue and expenditure analysis, revenue modeling, and projection calculation

- Works collaboratively on critical strategic financial questions that require thoughtful problem solving and analytical capability. Identifies researches, analyzes and collaboratively works to resolve variances on request to enhance senior leadership decisions effecting University policies and the strategic plan.

- Develops and implements the fiscal and budgetary management process for the University, including development of the University annual budget calendar and the annual operating budget process.

- Administers and monitors budget(s), incomes, and expenses throughout the fiscal year; develops projections in order to authorize or extend financial commitments; recommends reallocation of funds as necessary. Reviews expenditures and other requisitions for compliance with applicable standards, rules, regulations, and approved budgets. Applies and interprets generally accepted accounting procedures as they relate to the University policies, procedures, rules, and regulations.

- Coordinates division/departmental budget planning and development process; provides accurate and timely information and assistance throughout all stages of the budget proposal preparation process, including administration, execution and interpretation of budget items and facilitation of effective

interactions across constituencies. Prepares and distributes documents and schedules to support the budget planning and development process.

- Provides monthly variance reports to budget submitters; analyzes variances and works with appropriate division heads and budget submitters to resolve variances. Provides training and technical expertise to faculty and staff for budget/financial areas and budget/accounts analysis as needed.

- Works closely with division/department heads to ensure accurate financial reporting and decision support. Assists in preparing cost-benefit analysis of projects, programs, and related proposals and related allocation. Provides direction and assistance to the academic and administrative units regarding accounting and budgeting policies and procedures, along with efficient control and utilization of financial resources. Works with appropriate division heads/ budget submitters to complete financial transactions within established parameters

- Participates in month-end closing activities, including accrual accounting, analyzing variances to budget and projection, and preparing financial reports. Monitors, reconciles, and reports on multiple project accounts and balance sheet accounts. Prepares ad hoc financial reports as requested.

- Participates in the preparation of financial statements, including variance reports and analysis, for multiple audiences (e.g., University Trustees, executive leadership, division/department heads, budget submitters, etc.). Prepares and delivers budget-related presentations for multiple audiences.

- Assists in annual audit and University tax return filing. Analyzes past results, performs variance analysis, identifies trends, and makes recommendations for improvements.

- Develops and administers a system for coding jobs. Monitors costs/jobs allocation and verifies new or relocated jobs, answering questions, ensuring proper account and coding. Coordinates input of budget data (e.g., internal account item transfers) and implements procedures for specialized budgets, including special financial data gathering for items such as indirect costs and overhead allocations that would be applied to special funds and categorical programs.

- Supports improved budget data transparency and reliability.

- Perform other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

Required Qualifications:

- Bachelor's Degree in Accounting, Finance or Business required.
- A minimum of 5 years' experience in Accounting, Budgeting or a closely related field.
- Professional experience at private, non-profit, 4-year university highly desired.
- Advanced-level experience in automated accounting systems and Microsoft Office (Outlook, Word, Excel, PowerPoint), with demonstrated proficiency in creating financial models and analysis.

Knowledge, Skills and Abilities Required:

- Strong knowledge of generally accepted financial processes and programs; and Federal, State and local laws and regulations applying to University financial operations.
- Knowledge of the principles and procedures of accounting, auditing and finance, including expertise and experience in budget preparation, administration and control; and in accumulating cost accounting information, including allocation of accounting data to determine standard costs or rates.
- Strong analytical and problem-solving skills with a high level of attention to detail and commitment to accuracy.
- Ability to update, balance and reconcile general ledger accounts, worksheets, budget variances and reports as needed.
- Ability to initiate and conduct technical research; complete complex arithmetic, algebraic, and statistical computations; and solve highly technical problems associated with financial transactions.
- Ability to prepare succinct and comprehensive reports that effectively communicate problems, analyses, and solutions.
- Excellent written and oral communication skills for effective interaction with people at different levels and from various professional and cultural backgrounds.
- Ability to explain complex and detailed information, work with staff in advisory and enforcement capacities, and facilitate and train staff in budget processes.
- Ability to organize work and re-prioritize tasks as needed while working under rigid schedules, budget timelines, and competing deadlines.
- Willingness and ability to take on additional assignments and tasks as needed.
- Ability to maintain confidentiality of private and sensitive information.
- Ability to work cooperatively and productively with others. Flexibility and good humor strongly recommended.

Review of applications will begin immediately and continue until the position is filled. Please submit a completed employment application and resume to: http://www.uwest.edu/about-uwest/careers/ **:**

University of the West, Human Resources
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