

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: BUSINESS ANALYST – ADMINISTRATION AND FINANCE

PAY GRADE: P-4

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

Organize and monitor institutional spending; research, analyze and recommend budget and process efficiency improvements; complete assigned designated projects; and coordinate administrative services as assigned by the vice president for Administration and Finance. To assist the vice president on assigned duties and designated projects.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor’s degree required.
2. Years of experience in field: Three years’ experience budgeting, financial, or systems analysis required.
3. Special skills or abilities related to position: Knowledge of college policies, procedures, rules and regulations. Knowledge and effective use of college software systems. Positive human relations skills. Maintain confidentiality of sensitive information. Strong numerical and analytical skills. Advanced organizational skills, detail oriented, and highly proficient computer skills in electronic mail, word processing, spreadsheets, developing databases, report writing, graphs, etc. Problem-solving and task management skills. Knowledge of the various programs and services offered by a higher education institution. Ability to establish and maintain effective working relationships with employees and the public. Highest standards of professionalism in verbal and written communication.

ESSENTIAL JOB FUNCTIONS:

1. Organize and facilitate the annual budget planning and development process including workshop coordination, budget manual development and publication, and facilitation of the budget review process.
2. Coordinate, collect, consolidate, research, and analyze all budget requests for completeness, accuracy, compliance with laws and rules, and merit.
3. Research, analyze, and recommend changes to budget, programs, and processes; through cost-benefit analysis, alternative funding strategies, and program trade-off analysis regarding the efficiency of services and operations of the college.
4. Monitor, research, analyze and provide information regarding organizational spending, budget variances, and availability of funds in operations and services of the college.
5. Collaborate with and train senior management, administrators, department, program, and project managers to develop the college's budget and related college policy and administrative procedures.
6. Assist the vice president with board item preparation as needed.
7. Supervise and oversee specific assigned operational contracts.
8. Manage calendar and schedule appointments for the Office of Administration and Finance in collaboration with the executive administrative assistant.
9. Develop the college Administrative Calendar in conjunction with the vice president of Academic Affairs.
10. Coordinate and manage the campus office control management system.
11. Generate, receive, and maintain confidential and sensitive files, information and reports, and ensure security of files.
12. Provide the vice president with Cognos, Jenzabar and Ad Astra reports as requested.
13. Coordinate and implement administrative project assignments and monitoring systems.
14. Assist in the record management responsibilities of the college and perform oversight of the record management process.
15. Develop specialized databases, manuals, handbooks, administration and finance publications and supporting documents in support of the operational needs of the area.
16. Supervise any part time, contracted temporary employees or student assistants assigned to the area.
17. Provide information regarding policies and procedures to students and the public.
18. Maintain liaison and communication with administrators, staff and all college units on behalf of the Office of Administration and Finance.
19. Perform special projects and other duties as assigned by the vice president.
20. Serve on college/campus committees as assigned.
21. Serve as the liaison for the Office of Administration and Finance in the absence of the vice president.
22. Occasional in-district and overnight, out-of-district travel is required.
23. Perform other job related marginal duties as required.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment on a tobacco-free campus.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building I (Founders Hall), Ocala Campus

SUPERVISOR OF POSITION: Vice President of Administration and Finance