## CSUB JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>BUDGET ANALYST</th>
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<tbody>
<tr>
<td>Recruitment #:</td>
<td>#2225</td>
</tr>
<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Employment Type:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>R09</td>
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<tr>
<td>Salary:</td>
<td>$3,832 - $6,767 per month</td>
</tr>
<tr>
<td>Department:</td>
<td>Budget Office</td>
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<tr>
<td>Available:</td>
<td>Immediately</td>
</tr>
<tr>
<td>Special Conditions:</td>
<td>Background/ Fingerprint</td>
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<tr>
<td>Sensitive Position:</td>
<td>Yes</td>
</tr>
<tr>
<td>Posted:</td>
<td>January 12, 2018</td>
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<tr>
<td>Closing Date:</td>
<td>January 26, 2018</td>
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**APPLICATION PACKET REQUIREMENTS**

This position requires (including those on campus) submission of:

- A standard CSU, Bakersfield job application (download at: [http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html](http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html))
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

The Budget Analyst will perform budget analysis and journal postings pertaining to all aspect of campus Labor Cost Distribution, Payroll Adjustments and Payroll Benefits. Perform analysis and journal entries of Reimbursable Payroll between Campus and Auxiliaries. Analysis of payroll related benefits. Resolve problems associated with incorrect entries deviations from established procedures, identifying actual or potential problems and recommending corrective or preventative action. Recommend changes and assist with the documentation and maintenance of business processes, standards and procedures. Incumbent may be assigned responsibility to provide training, guidance and assistance to other employees, and may provide work direction to other professional and/or technical staff; other duties as assigned. Work assignments typically include analytical support in budget administration and operations; assisting in research and administration of centrally managed funds. In addition, assist Sr. Budget Analyst with analytical work, clerical duties as well as other analysis projects directed by University Budget Director.

**DUTIES:**

- Campus Labor Cost Distribution Process, Benefit Analysis and Payroll Adjustments
- Reimbursed Payroll Analysis and Journal Entries.
- Budget Analysis of Centrally Managed Funds

*California State University, Bakersfield* is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
• Departmental Reconciliations
• NDI/IDL/UI Reconciliation
• Perform Other Job-related duties and special projects as assigned.
• Attend training to maintain skills as appropriate to safely and effectively complete assignments.
• Perform other job-related analysis as directed by University Budget Director.

REQUIRED QUALIFICATIONS: Equivalent to a bachelor’s degree with a major in accounting, business administration, finance or a closely related field OR a combination of education and experience which provides the required knowledge and abilities. Two years of progressively responsible professional experience in analyzing data including one year involving duties such as preparation, justification and analysis or the control and administration of a budget or budgetary process.

Advanced excel and spreadsheet knowledge. The ability to work independently, investigate and perform in-depth budget analysis, including collecting information from data bases and other institutions of higher education; posting of budget data to journals, and perform continuous budgetary control; analyze budget programs; gather data and conduct studies on various problems arising in connection labor cost distribution, reimbursed payroll, or internal departments, assist with labor cost distribution changes/upgrades and budget control functions; prepare related reports and necessary correspondence; develop business processes, standards and procedures, conduct extensive financial data compilation, querying and drilling on large volumes of financial data; and use integrated financial systems and/or other types of records management systems. Incumbent may be assigned responsibility for providing training, guidance and assistance to other employees and provide lead work direction to other professional and/or technical staff. Regular and reliable attendance is required.

• General knowledge of financial budgetary and accounting principles and practices. Working knowledge of the purpose, functions, and fiscal organization of the campus(es); principles of position control and budgetary alignment. Working knowledge of the principles and practices of public finance, administrative personnel, fiscal management and cash-flow management; research techniques and statistical principles and procedures; advanced proficiency with current word processing and spreadsheet software programs, web browsers, query tools, integrated financial systems and/or other types of records management systems. Knowledge of or ability to learn quickly the financial structure and financial procedures of the CSU. Ability to analyze and review the budgets and financial practices of the campus(es), communicate clearly and present complex budget information in a clear, concise and professional manner, analyze situations accurately, and develop an effective course of action.

• Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
• Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
• Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
• Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.

• Thorough knowledge of English grammar, spelling and punctuation.
• Ability to interpret, communicate and apply policies and procedures.
• Demonstrated ability to maintain a high degree of confidentiality.
• Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
• Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
• Advanced Excel and Spreadsheet knowledge.
• Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

PREFERRED QUALIFICATIONS:
• Prior experience in a higher education environment; an advanced degree in business or public administration; experience using PeopleSoft, and Oracle within a university setting and the ability to multi-task and remain team oriented with a customer service focus.
• Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

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SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION: It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 revised July 21, 2017 as a condition of employment.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.