



OPENING FOR
BUDGET ANALYST
ASI Financial Services

ANTICIPATED HIRING RANGE: \$58,000 - \$63,000 annually

This is an hourly, non-exempt, full-time position that is eligible for ASI's rich and comprehensive [benefit](#) package.

THE POSITION

Under the supervision of the Associate Director of Revenue Management, the Budget Analyst reviews, analyzes, and processes all annual and mid-year budget requests and budget relines for student organizations, departments, and Instructionally Related Activity (IRA) groups. The Budget Analyst regularly reviews actual spending against budget and provides financial projections based on the analysis.

The Budget Analyst provides trainings to account holders, including over 300 student clubs, departments and IRA groups, on the preparation of budget requests, budget relines, budget submissions, and assists with providing guidance on prudent budget management. The Budget Analyst also assists with the development of the Capital Master Plan, Repairs & Maintenance Plan, as well as the Capital Reserve Policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Budget Processing, Analysis & Recordkeeping

- Prepare, review & consolidate the Associated Students, Inc. (ASI) and Bronco Student Center (BSC) annual budgets
- Work with the Associate Director of Revenue Management to establish budget deadlines and communicate them to the appropriate groups
- Review, analyze, and process all annual and mid-year budget requests and budget relines from student organizations, departments, and IRA groups; coordinate with account holders to correct budget errors, if any
- Assemble and compile data used in preparation for financial reporting and/or analysis
- Post budget allocation in two phases: 70% initial allocation and 30% final allocation
- Confirm final enrollment based on census as well as 20% fundraising requirement for clubs, then coordinate release of the remaining 30% budget allocation
- Regularly monitor spending against budget and provide timely update and projection to the Associate Director of Revenue Management and the Director of Financial Services
- Advise the Associate Director of Revenue Management and the Director of Financial Services of significant budget issues, trends, irregularities and/or corrective actions
- Develop budget reporting templates, budget transaction forms, and budget planning tools to be utilized throughout the organization
- Keep track of mid-year budget requests and approved allocation, and monitor the balance of reserve accounts
- Prepare disbursement requests for the department
- Understand policies and procedures of ASI especially in regards to business transactions and budget

Training & Staff Support

- Under the direction of the Associate Director of Revenue Management, develop training workshops and programs for departments and over 300 student organizations to assist with the accurate submissions of budget information and budget tracking
- Serve as the point of contact for department heads, department budget personnel, and student club officers to clarify questions, concerns, and unresolved budget-related issues

Capital Planning

- Assist with the development of the Capital Master Plan, Repairs & Maintenance Plan, and Capital Reserve Policy
- Set aside reserves annually according to the Capital Reserve Policy
- Prepare pro-forma analysis for renovation, minor capital & large capital projects, repairs & maintenance plans, and fee analysis; to project the long-range financial health of the organization and its ability to maintain the required debt service coverage ratio (DSCR) and reserve balance

Supervisory Responsibilities

- Supervise the Budget Student Assistant

Other

- Performs other duties as assigned

QUALIFICATIONS

- Equivalent to a Bachelor's degree in accounting, finance or related field
- Minimum three years of experience in general accounting or budgeting, with emphasis on financial reporting, budget preparation, financial projection, and variance analysis.
- Thorough knowledge of generally accepted accounting principles and practices
- Demonstrated advanced proficiency in Excel including knowledge and experience in building complex budget worksheets, consolidating multiple budgets and creating financial reports
- Ability to provide statistical and arithmetical presentation of data
- Ability to assemble and compile data used in the preparation of financial reports and/or analysis
- Ability to analyze and interpret accounting data, prepare clear, accurate financial statements and reports
- Problem-solving techniques in finding solutions to complex financial problems
- Ability to understand and apply applicable rules, regulations, policies, and principles
- Ability to make sound decisions and recommendations regarding financial activities
- Ability to identify trends, irregularities, resolve difficult and unusual problems
- Ability to review financial documents for accuracy, completeness, validity, and adherence to stands
- Ability to review the work of staff and provide guidance and constructive feedback
- Demonstrated ability to work with an ethnically diverse and culturally pluralistic student population and campus community
- Ability to establish and maintain effective and cooperative working relations
- Ability to interact effectively and frequently with customers, students, campus community members, vendors and the general public
- Ability to operate an office work station, utilizing word processing, spreadsheet and accounting software
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to work in a very organized and detail-oriented way
- Ability to perform diversified duties involving wide range of procedures
- Ability to work effectively and accurately under pressure
- Ability to use initiative and judgment
- Employment offer contingent of background check

WORK ENVIRONMENT

Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination, and verbal communication; use of office equipment: telephones, computer, calculator, copier and fax.

POSITION SENSITIVITY

Based on the duties and responsibilities of this position, this position has been designated to be a sensitive position with access to sensitive data.

BACKGROUND CHECK

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with Associated Students, Inc., Cal Poly Pomona. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for this position.

APPLICATION PROCEDURE

An application, cover letter and resume are required. A resume does not replace the information requested on the application form. Applications are available on the [ASI Website](#) and in the Human Resources Department.

Submit resume and application to: Associated Students, Inc.
Human Resources Department
3801 W. Temple Ave., Bldg. 35-1216
Pomona, CA 91768

Phone: (909) 979 - 5546

E-mail: asihr@cpp.edu

Position open until filled. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

ABOUT ASI

Established in 1963, Associated Students, Inc. (ASI) is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system-wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of Bronco Student Center programs and services, including The Bronco Recreation and Intramural Complex (BRIC), as well as the Children's Center. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

EOE

ASI is an Equal Opportunity Employer. Please notify the Human Resources Department for reasonable accommodation requests during the selection process.

MANDATED REPORTING REQUIREMENT

In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the [CSU Executive Order 1083](#), each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.

SYSTEMWIDE SMOKE AND TOBACCO FREE ENVIRONMENT EO 1108:

Cal Poly Pomona is a smoke and tobacco-free campus. Please refer to the link below for policy information.
<http://www.calstate.edu/EO/EO-1108.html>