

RHODE ISLAND OFFICE OF THE POSTSECONDARY COMMISSIONER

NON-CLASSIFIED, NON-UNION JOB DESCRIPTION

TITLE: Business Analyst, Budget and Financial Planning
AGENCY: Rhode Island Office of the Postsecondary Commissioner
REPORTS TO: Chief Financial Officer
SUPERVISION OF: May supervise & review the work of employees; interns; students assigned to assist on special projects.
Pay Grade: 10

BASIC FUNCTION:

Assist the CFO in budgeting & financial planning, communications, data gathering, research projects, follow-up with institutions of higher learning and others, and financial support performing complex and problem-solving duties in a deadline driven environment.

Research, develop, evaluate, and formulate draft communications on policies and processes from the CFO. Provide support for time-sensitive requests from executive and legislative branches and other external areas. Independently evaluate and review complex information and prepare comprehensive analyses, and reports relating to activities throughout the Office. Assist in the development and analysis of all financial status reports for the Office to include journalizing revenue and expenditure adjusting entries into the accounting system.

SPECIFIC DUTIES:

- Review various data, compile summaries and recommendations for presentation and/or communication of data to senior management and others.
- Research and obtain appropriate data and information, communicate with appropriate teams both at the Office of the Postsecondary Commissioner (OPC) and the three public institutions of higher education (IHEs).
- Assist in the development and analysis of all financial status reports for the office to include journalizing revenue and expenditure adjusting entries into the accounting system.
- Update reports to be used by management and senior management, such as talking points for legislative hearings.
- Update various budget documents, some of which are in narrative form to include the coordination of budget submission by OPC and the three public IHEs.
- Perform a continuous review of various budget and accounting processes and recommend ways to streamline with efficiency and effectiveness outcomes.
- Coordinate with staff across OPC relative to completion of various reports.

- Responsible for interpreting budgeting administrative regulations and policies and for recommending new and improved programs to effectively manage budgeting administration.
- Assist the IHEs in resolving specific budgeting problems.
- Design, develop, and conduct special studies in the assigned area of budgeting and cost studies. Collect and analyze data as appropriate.
- Establish documents and files and ensure that they are maintained and updated on an ongoing basis.
- Track information from executive and legislative branches of government that may impact OPC's and /or the institutions' budgets.
- Handle information of a sensitive and confidential nature.
- Provide assistance to the staff on the finance team.
- Perform additional duties as required.

QUALIFICATIONS:

REQUIRED:

- Bachelor's Degree.
- Minimum of five years of experience in a staff position with responsibility for data sets and queries.
- Minimum of five years of experience in reporting, communications and handling of confidential materials.
- Minimum of seven years of work experience in a complex office setting.
- Demonstrated experience with Microsoft Office (including Excel, Word, and PowerPoint).
- Demonstrated experience with financial, student and human resource systems (e.g. Oracle, PeopleSoft).
- Demonstrated strong interpersonal, verbal, and written communication skills.
- Demonstrated ability to work with diverse populations/groups.
- Demonstrated experience with troubleshooting and resolution of issues.
- Demonstrated mathematical and analytical skills and the ability to understand finance and budget concepts.
- Demonstrated ability to organize and coordinate complex tasks and oversee projects.
- Demonstrated ability to work both independently and collaboratively across multiple areas.
- Demonstrated ability to manage multiple priorities and deadlines.
- Demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations and to communicate the interpretation to others.
- Demonstrated attention to detail.

PREFERRED:

- Master's Degree.