



Trinity Valley Community College

Job Description

Senior Business Analyst

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Prepare, maintain, and analyze the annual college budget and full year projected financial results. Analyze program, departmental and capital project revenues, expenditures and returns on investment for cost efficiency purposes. Manage special business-related initiatives and projects. Serve as TVCC Foundation's accountant. Serve as backup for the CFO and Controller.

REPORTS TO:

Vice President of Administrative Services and CFO

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Master of Business Administration or Bachelor's degree in business with concentration in accounting, finance, economics or related field with relevant work experience.

EXPERIENCE REQUIRED:

Five years' experience in financial analysis, budgeting, and/or accounting

PREFERRED:

Experience in project management desirable. Experience in public higher education strongly

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

- | | |
|--|--------------------------------------|
| • Typing/Data Entry | • Basic Math |
| • Computer software proficiency – Microsoft Office | • Attention to detail |
| • Operating equipment – office or otherwise | • Time management |
| • Written and oral communication | • Operational systems and procedures |
| • Interpersonal and/or customer service skills | • Organization |
| | • Budget and accounting principles |
| | • Compliance Law |

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Interpret budget directives and recommend policies for carrying out directives, ensuring conformance with the college's strategic plan.
- Work with departmental budget managers, CFO and president to construct the college's annual revenue and expenditure budget.
- Work with IT Services and Ellucian consultants to maintain the college's Budget Development Module in Colleague Self Service

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- Provide instruction and assistance to budget managers on the use of the Budget Development Module
- Review and input budget adjustments requested by budget managers throughout the fiscal year; consult with budget managers to ensure that adjustments are made in accordance with program or departmental needs.
- Input budget adjustments for grant and contract funded programs after approval by the grant/contract administrator and Senior Accountant for Grants & Regulatory Reporting.
- Provide advice to CFO regarding approval or disapproval of budget adjustments and new funding requests for consideration by the president and board of trustees.
- Prepare the monthly Revenue & Expenditure Summary including full-year revenue, operating expenditure, and capital expenditure projections, based on data on the board report from accounting services.
- Prepare the Capital Reserve Summary and reconciliation based on data from accounting services
- Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.
- Analyze monthly department level budgeting and accounting reports to maintain expenditure controls; notify budget managers of over-budget accounts for corrective action.
- Analyze and assist capital project managers with expenditure monitoring and control during life of the project.
- Perform return on investment analyses on capital projects.
- Monitor overall operating budget to analyze trends affecting budget needs; recommend amendments to CFO as necessary.
- Compile and analyze accounting records and other data to determine financial resources required to implement new instructional programs and administrative initiatives.
- Seek new ways to improve spending efficiencies.
- Perform and provide advice/technical assistance on comparative cost analyses across operating programs for fiscal allocation purposes.
- Conduct business process reviews and analyze results; recommend process improvements to and assist administration with implementing the improvements.
- Assist Controller and CFO with preparation of records for independent audit.
- Assist Controller and CFO with preparation of the Annual Financial Report.
- Participate in the development and implementation of financial system enhancement efforts.
- Develop and maintain a Continuity of Operations Plan for the college.
- Serve as back-up for the CFO and Controller.
- Other duties as assigned by the Vice President of Administrative Services and CFO or other supervisory personnel.
- Prepare monthly, quarterly and annual financial reports for the Foundation.
- Prepare Foundation records for independent audit.
- Prepare and provide records to tax preparer for the Foundation's 990 information tax return.
- Work closely with the Foundation's Executive Director, Treasurer, and other officers as needed; provide accounting guidance for Foundation activities.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Cellular Phone
- Fax machine

PHYSICAL DEMANDS:

- Requires: Climbing, Finger dexterity, Grasping, Talking , Hearing , Seeing, Sedentary Work, Computer Work
- Subject to: Repetitive Motions
- May need: Walking
- Occasionally need to: Standing, Lifting , Light Work

MENTAL DEMANDS:

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- Inadequate Lighting: Less than 25% of the time
- Work Space Restricts Movement: Less than 25% of the time
- Intense Noise: Less than 25% of the time
- Emotional control under stress: 25-50% of the time
- Frequent interruptions: 25-50% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 10/14/2021

Classification:	Staff	Coordinating/Non-Coordinating:	NC
FLSA Status:	Exempt	TVCC Job Code:	1723
DBM:	D	Travel Required:	None
IPEDS/SOC CODE:	13-2031	Employment Status:	Full-Time
Salary Grade:	240	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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