

SENIOR BUSINESS ANALYST

GENERAL STATEMENT:

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 the TVCC Foundation's accountant. Serve as backup for the CFO and Controller.

REPORTS TO: Vice President of Administrative Services and CFO

OCCUPATIONAL GROUP: Professional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

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

LICENSE OR CERTIFICATION: None

EXPERIENCE: Five years' experience in financial analysis, budgeting, and/or accounting required. Experience in project management desirable. Experience in public higher education strongly preferred.

OTHER:

- Thorough and current knowledge of financial control systems and processes including budgeting, forecasting, and cost efficiency analysis.
- General understanding of generally accepted accounting principles (GAAP) and Governmental Accounting Standards (GASBs).
- Ability to interpret and prepare complex financial reports and statements.
- Ability to communicate financial information in a clear and understandable manner to non-financial audiences, both verbally and in writing.
- Ability to manage business-related projects involving multiple departments and disciplines.
- Ability to work well and communicate effectively with co-workers, faculty, staff, administration and board of trustees.
- Ability to work independently with sound judgment and under time constraints.
- Ability to manage multiple concurrent assignments and change priorities quickly with minimal disruption.
- Basic level of proficiency in Microsoft Windows, Word, PowerPoint; high level of proficiency in Excel.
- Ability to effectively use TVCC information technology resources and systems including the TVCC network and iSeries administrative computing system.

DUTIES AND 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 to maintain the college's online budget input system (OBIS) software.
- Provide instruction and assistance to budget managers on the use of OBIS.
- Work with Human Resources and Accounting Services to establish annual salary budgets for each institutionally funded benefits-eligible position/account.
- Prepare the account level annual budget for college and state-funded retirement and insurance employee benefit accounts; monitor and maintain throughout the fiscal year.
- 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 monthly Balance Sheet Summary using the balance sheet data from accounting services.
- Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.

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- 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.

TVCC Foundation:

- 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.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May require irregular evening or weekend hours.
- May be required to travel between campuses or for other college business.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also 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

All TVCC positions are security sensitive and require a criminal background check.

Approved: 09/29/2016

Revised:

JD723