

BUDGET ASSISTANT**NATURE OF WORK**

This is budgeting support and administrative work in the Department of Budgets.

The employee of this class is responsible for performing a variety of activities in support of the budgeting process of the University and for departmental administrative activities. Work includes assisting in the preparation and review of budget documents; establishing and maintaining computerized records of budget submissions and reviews; maintaining the University Central Salary Reserve Account; preparing standard and special reports; recommending budget procedure improvements and performing departmental administrative activities. The employee of this class has considerable contact with University officials and staff. Work is performed within established budgeting systems and procedures, although considerable independence is required in the performance of work. Work is performed under the direction of the Manager of Budgets and is reviewed through discussion, observation of results obtained and review of reports.

ILLUSTRATIVE EXAMPLES OF WORK

Receives completed departmental budget submissions and budget review documents from university officials; reviews documents to ensure complete information; contacts departmental officials to obtain additional information and/or clarification; maintains computerized records of submitted requests; and assists in the review and analysis of budget requests from departments.

Establishes and maintains computerized records of budget allocations based upon information received; prepares allocation summaries for distribution with letter from the President to University departments; and enters allocation data into on-line FRS system.

Assists in the preparation of budget submission to the Provincial Government; prepares financial and descriptive information from computerized database and supporting documentation.

Maintains the University Central Salary Reserve Account; reviews salary actions as indicated by Board of Regents minutes and Department of Human Resources appointment letters; maintains a record of all salary requirements; determines whether funds from the reserve account are applicable and prepares budget transfers, as appropriate, for approval.

Reviews departmental account balances; identifies and advises the Manager of those accounts which exceed budget allocations.

Prepares budget transfer documents, as required, for the approval of the Manager and enters data on line to the FRS system.

Reviews departmental budget transfers for compliance with policy and enters the transactions on line to the FRS system.

Prepares a variety of standard and special reports using database software, upon the request of the Manager and/or Director; compiles information from internal and external sources; and prepares various internal costing as well as cost comparisons to other universities.

Reviews budget procedures and recommends revisions to improve efficiency.

Performs administrative work in support of the Department of Budgets; prepares and signs purchase orders, cheque requisitions and work orders for purchases and requests; discusses major expenditures with the respective Manager and, as appropriate, the Director; reviews departmental accounts; prepares and signs budget transfers and journal entries as appropriate and maintains absentee records.

Maintains contact with University departmental representatives regarding budget procedures, submissions and allocations; provides assistance in a variety of problems and refers deviations from procedure to immediate supervisor.

Performs related duties as required.

REQUIREMENTS OF WORK

Considerable experience in university, governmental or commercial budgeting; graduation from high school supplemented by completion of an accounting program from an institute of technology or trades school; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of University budgeting regulations and policies.

Considerable knowledge of practices and procedures involved in development and compilation of budgets.

Considerable knowledge of Excel and Access Database software.

Considerable knowledge of the University's Banner accounting system and financial structure of the University.

Knowledge of zero based budgeting as it applies to academic institutions.

Knowledge of computer systems in the maintenance of records.

Knowledge of modern office practices, procedures, methods and equipment.

Ability to examine and verify financial documents and reports.

Ability to assess the relevance of various financial information.

Ability to assist in the development of budget procedures.

Ability to prepare a variety of financial reports and analysis.

Ability to develop and maintain complex filing systems.

Ability to prepare budget files in an orderly, efficient and effective manner.

Ability to work independently with minimal supervision.

Ability to prepare oral and written reports.

Ability to establish and maintain effective working relationships with University officials and staff and external organization representatives.

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Under Review: 2004.01.05