

NORTHLAND PIONEER COLLEGE

Position Description

JOB TITLE: Budget and Accounting Analyst	Classification: Exempt	LOCATION: PDC Work Destination: H1
MANAGER/REPORTS TO: Director of Financial Services	OVERTIME ELIGIBLE: No	# OF DIRECT REPORTS: 0

GENERAL STATEMENT OF RESPONSIBILITIES:

Under the direction of the Director of Financial Services, oversees the college budget development process and related communications. Responsible for financial modeling & forecasting for new programs and initiatives. Assists with general accounting duties.

ESSENTIAL FUNCTIONS:

Standard Expectations:

- Oversees the development of the college-wide annual budget for operating and capital needs; ensures a balanced budget in support of the college mission.
- Prepares and submits data submission for the state aid request; collaborates with other Arizona Community Colleges.
- Collaborates with vice presidents, deans, directors, and key managers to ensure the integrity of resource allocations for operating and capital budgets.
- Prepares annual budget instructions and/or training for budget managers.
- Assists and advises departments regarding the budget formulation and program operations.
- Evaluates departmental budget requests for need, appropriateness, and fiscal impact, and prepares recommendations for administrative review.
- Develops and maintains spreadsheets to monitor and control expenditures and other operating expenses.
- Develops and maintains a spreadsheet for approved positions, salaries, and benefits.
- Prepares state budget forms and official documents for tax and budget certification.
- Assists in the preparation of mandated advertisements and documentation required for public hearings and the adoption of the final budget. Complies with "Truth in Taxation" guidelines. Assist with the budget presentation to the District Governing Board.
- Manages, reviews and approves department budget transfers.
- Maintains and monitors the college contingency fund.
- Performs budget and ad-hoc analysis.
- Responsible for financial modeling & forecasting for new programs and initiatives and preparing budgets for executive review.
- Assists with ensuring that P-Card transactions are appropriately coded, support is supplied and approvals are completed.
- Responsible for recording daily cash transactions.
- Assists with monthly grant reporting.
- Assists with general accounting duties as necessary.
- Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work performed by the incumbent; they do not purport to describe all functions. Incumbent may be assigned other duties, and the essential functions may change from time to time as necessary.

Standard Competencies:

COMPETENCIES	DESCRIPTION	PROFICIENCY
Technology	Ability to proficiently use Microsoft Office Products (i.e. Word, Excel, Outlook, PowerPoint) Adobe Products (Docu-Sign/E-Sign), Google Applications (Drive), Slack, Zoom, and various other Microsoft 365 programs.	Intermediate
Communication	Ability to communicate effectively with faculty, staff, and the general public. Excellent intrapersonal skills.	Advanced
Diversity & Multi-Culturalism	Ability to work in a diverse, multi-cultural environment.	Advanced
Flexibility & Adaptability	Ability to adapt to the demands of any given day/time.	Intermediate
Self-Awareness	Ability to reflect on self-performance and growth opportunities.	Intermediate
Continual Improvement	Ability to seek opportunities for professional growth.	Intermediate
Action Oriented	Ability to make decisions and take action.	Intermediate
Confidentiality	Ability to maintain confidentiality.	Advanced
Physical	Ability to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision (corrected to 20/20), hearing or listening in the normal range (corrected), and speaking and giving directions. Exert up to 25 pounds of force to lift, carry, push, pull, or otherwise move objects. Sitting a portion of the time. Walking and/or standing for brief periods.	Basic
Accounting	Knowledge of government/nonprofit accounting and reporting requirements. Strong knowledge of computerized accounting systems.	Advanced
Leadership/Supervisory	Strong leadership and coaching skills. Strong analytical and organization, time management, and communication skills. Strong supervisory experience and ability to maintain confidentiality.	Advanced

MINIMUM QUALIFICATIONS:

- Requires a bachelor's degree with a major in accounting, public or business administration, or a related field.
- 3 years of progressive professional experience developing, monitoring, and reviewing budgets or accounting experience.
- 3 years of supervisory experience with strong problem-solving skills.

PREFERRED QUALIFICATIONS:

- CPA, CMA, CGFM, or CPFO designation.
- 5 years of Higher Education accounting experience.

REQUIRED LICENSE: Valid driver's license.

BENEFITS:**Based on College Procedure employees may be eligible for up to:**

- Single Coverage Medical Insurance
- Optional Employee Pay Dental/Vision Insurance
- 4 Personal Days
- 12 Holiday Days
- 5 Days of Spring Break Leave
- 10-20 Days of Annual Leave (depending on service length)
- 18 Sick Days that can accrue up to 130 Days
- Professional Development Opportunities
- Arizona State Retirement System membership
- Life Insurance
- Long-Term Disability Insurance