



**University of Houston-Downtown
Job Description**

Job Title: Budget Analyst I
FLSA Category: Exempt
Grade: 24
Job Code: 2620

DUTIES

Job Summary: Maintains the University's operating budget

- Duties and Responsibilities:
- Calculates budget entries and prepares journal entries
 - Implements salary and benefits related budget requests
 - Advises departmental staff concerning budget related inquiries
 - Verifies the accuracy of all leave time recorded
 - Prepares and produces monthly reports for executives
 - Assists in preparation and reconciliation of monthly reports
 - Researches and compiles data for annual budget development
 - Prepares regularly scheduled State reports

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Baccalaureate Degree

Experience: Minimum of one (1) year of related work experience

Licenses/Certification: None required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort: Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk: Work environment involves minimal exposure to physical risks.