



# HUMBOLDT STATE UNIVERSITY



## Budget Analyst

Review: May 30, 2008

(Job #08-40) Budget Analyst (Administrative Analyst/Specialist I, Exempt) \$3,845.00 - \$5,770.00/month. (Salary commensurate with experience; appointments are typically made at the beginning of the salary range.) This is a full-time, 12-month, permanent position in the University Budget Office. Humboldt State University offers a competitive benefits package. Successful candidate will be required to be fingerprinted.

**About the Position:** The University Budget Office acts as the focal point for campus wide financial planning and budgeting. The office is comprised of two Budget Analysts and a Director and is part of a campus wide team that manages the budget and works together to ensure accurate information.

**Duties:** Reporting to the Director, the Budget Analyst primarily focuses on university-level budget analysis, updating and extracting from information systems, report development, and customer service. Analytical duties include: querying data; creating models and forecasts; performing research to support policy development; preparing reports and documentation. Customer service duties include: assisting others in understanding the HSU budget; discussing issues and negotiating solutions; consulting with department analysts on changes to their budgets; creating logical, easy-to-explain, and professionally prepared reports; and working in teams on projects. Additional shared duties include: posting to and reconciling the budget in the financial system; maintaining various reports, for example, employee position inventory, enrollment forecast, and departmental carry forward balances; maintaining budget procedures; updating the Budget Office website; and other duties.

**Minimum Qualifications:** Education & Experience: Applicant must possess the equivalent to a Bachelor's degree in business, or four years of equivalent work experience in a budget or accounting role. Additionally, applicant must show two years of experience in an organizational-level budget/finance office at a large/complex organization performing duties and handling responsibilities at a level commensurate with this position.

**Knowledge, Abilities & Specialized Skills:** Successful candidate must possess the following skills: a positive attitude; willingness to collaboratively complete tasks; attention to detail and accuracy; strong organization skills; personal integrity and trust; ability to work with limited supervision, to manage multiple projects, and to meet deadlines; ability to communicate effectively both verbally and in writing; strong proficiency with Excel, Access, Word, querying tools, report generators, and basic website tools; ability to prepare professional spreadsheets, reports, and emails; strong skills at drawing logical conclusions based on complex data; expertise in budgeting, accounting, and financial analysis of large, complex organizations.

**Preferred Qualifications:** Desirable characteristics include: budget or financial experience at a university, or public agency; general understanding of State of California and California State University budgeting practices; experience with Oracle/PeopleSoft administrative system and/or Hyperion software.

**Application Procedure:** Submit a letter of interest that addresses applicant's qualifications for the position, resume, **HSU application**, along with contact information for three professional references to Human Resources, 1 Harpst Street, Arcata, CA 95521-8299

*(Continued on reverse)*

**Application Deadline:** Application materials received or postmarked by Friday, May 30, 2008 will be given first consideration. This position will remain open until filled.

Human Resources  
Siemens Hall - Room 211  
Arcata, CA 95521-8299  
(707) 826-3626 Voice & TDD  
24-Hour Job Line: (707) 826-4500  
Fax: (707) 826-3625

[www.humboldt.edu/~hsuhr/vacancies.html](http://www.humboldt.edu/~hsuhr/vacancies.html)

Email: [hsuhr@humboldt.edu](mailto:hsuhr@humboldt.edu)

*It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.*

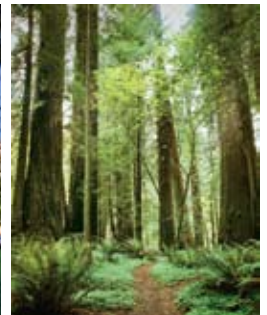
*Class Code: 1038*

**Publication Date: May 7, 2008**

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Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).

Humboldt State University is an Equal Opportunity/Title IX/ADA Employer. Applications from and nominations of qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.



**Humboldt State University** is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 7,500 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.