



UNIVERSITY  
*of* ALASKA  

---

*Many Traditions One Alaska*

## **Position Job Duties**

Req# 531317\_Budget Analyst

50% Coordinate annual system-level budget development and submission process. Must work closely with leadership to understand current budget assumptions and incorporate suggestions to improve budget process.

The ability to enter operating and capital information into the state's accounting and budgeting systems in a timely and accurate manner.

Prepare financial and facilities information for inclusion in various publications, including: annual budget request books (UA & Governor's), actual/approved budget book, UA in Review, facilities inventory, and other internal or external publications as necessary.

The ability to respond quickly, accurately, and appropriately to a broad array of questions regarding the University's budget, expenditures and programs from UA affiliates (leadership, faculty, staff, students, etc.), state agencies, and others requesting information regarding the University of Alaska.

30% Maintain various internal data systems used to track revenue, expenditures, and budget information.

Audit operating and capital budget activity to ensure compliance with university policy and regulations, and state regulations and authorizations.

Recommend UA system-wide standards for data input for effective, efficient and consistent reporting.

20% Define, write, manipulate, and analyze data extracts and reports from various UA information systems to perform financial analysis in response to operating and capital budget inquiries from numerous sources.



UNIVERSITY  
*of* ALASKA  

---

*Many Traditions One Alaska*

## **Position Job Duties**

Review and analyze actual revenues and expenditures against the campus budget requests. Developing future cost projections and scenario models necessary to support operating and capital budgets for the entire UA system.