



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Budget Analyst</i>	EEOC Job Classification	Professionals
		FLSA Classification	Non-exempt
Department:	Administration	W/C Classification	8810 – Clerical
Reports To:	Director of Finance Operations	Compensation	\$22.00 - \$24.00/hour

SUMMARY

Advance the mission and vision of TMUS by helping with effective budget planning, spending, and monitoring. Conduct reviews of budget proposals in collaboration with department heads and make recommendations on budget allocations.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Review annual budget proposals and funding requests.
- Collaborate with department managers to develop a final consolidated budget.
- Perform monthly cost analysis, promptly discussing and resolving budget variances with department heads.
- Conduct cost/benefit and other types of analyses.
- Submit budget recommendations for approval or rejection of funding requests.
- Explain and defend recommendations to management and stakeholders.
- Oversee expenditures and suggest improvements to save costs while maintaining operational efficiency.
- Identify and monitor trends in spending.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills
- Possess excellent organizational and analytical skills.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience.
- At least 2-years' experience in an accounting role, high education experience preferred.
- Proficient in Microsoft Office Suite or similar software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 40 pounds.
- No travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.