

**Family: Business and Finance Services**

**Level: PR2**

**Position Profile Title: Officer-Bud/Resrce Pln**

**Salary Grade: 6**

**Salary Range:**

**Minimum: \$ 56,448.00**

**Midpoint: \$ 77,580.00**

**Maximum: \$ 98,712.00**

**PROFILE SUMMARY:**

Positions in this job profile manage budget processes for the University and ensure that proper controls are in force to maintain compliance with applicable federal, state, Oregon University System (OUS), and Oregon State University requirements. Support decision-making for the executive administration of the University through reporting, analysis and transactional execution.

**DISTINGUISHING CHARACTERISTICS:**

The distinguishing characteristic of the Officer-Bud/Resrce Pln profile are the responsibilities to ensure and enforce compliance in university budgets with applicable University policies and State and Federal Regulations. Positions are central functions that provide departments and colleges across the university with budget analysis, forecasting and development consistent with the overall university fiscal and budget operations.

**PRIMARY POSITION RESPONSIBILITIES:**

1. Manages University budget operations, including determination and implementation of budget allocations, methods for distribution, ensuring the integrity of the initial budget load and all ongoing maintenance, in applicable computer systems.
2. Coordinates trainings and provides subject matter expertise to respond to inquiries from Business Center management, unit budget officers, executive management, University committees and other constituencies concerning the full range of budget issues.
3. Ensures the adequacy, completeness and compliance of budgets, controls, revenues and institutional expenditures with University policies and procedures, and applicable State and Federal laws.
4. Advises executive management on budget allocation decisions and efficacy of budget allocation plans to meet defined objectives.
5. Develops and implements policies and procedures pertaining to the operation and maintenance of all budgetary processes.
6. Performs advanced quantitative analyses, forecasting, and reporting to support institutional planning needs.
7. Provides project support to other managers and work to resolve budget issues.

**PROBLEM-SOLVING AND DECISION-MAKING:**

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions may affect a work unit or area within a department; your job may contribute to business and operational decisions that affect the department.

Decisions impact:

- Functions across the University

**ACCOUNTABILITY:**

Results are defined by senior leadership, division and university mission, vision and strategies. Incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.



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Monitors, informs, reports on budgets; reconciles and/or moves funds external to OSU; drafts and develops budgets within the University.

**RELATIONSHIPS WITH OTHERS:**

Collaborates and interacts University Wide and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.

Collaborates and interacts University Wide to:

- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

**TYPICAL REQUIREMENTS:**

Bachelor's degree in Business, Finance, Accounting, or related field.

5 years of experience in budget development and analysis.

**DISCLAIMER:**

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.