



www.tri-c.edu

Cuyahoga Community College
Position Vacancy Announcement
REQ #2731

BUDGET ANALYST
OFFICE OF PLANNING, BUDGET & STRATEGIC SUPPORT

COMPANY OVERVIEW

Cuyahoga Community College (Tri-C) opened in 1963 as Ohio's first community college and remains Ohio's oldest and largest public community college. We provide high quality, affordable education and programs to more than 900,000 members of our community at four campuses and supporting locations in Northeast Ohio. Tri-C is committed to attaining excellence through the recruitment and retention of a diverse workforce.

POSITION SUMMARY

Assists in administering the total College-wide operating budget, including variance analyses, revenue and expenditure forecasting, and customized development of reports to assist executive management with their budget reviews. 37.5 hours per week.

ESSENTIAL FUNCTIONS

- Prepares and reconciles the fiscal year budget and integrates the final budget into the financial reporting systems
- Updates and monitors expenditures and revised budget
- Provides information to others involved in preparing and reconciling divisional budgets
- Assists in the process of consolidating the annual operating budget
- Prepares required budget reports for external entities
- Analyzes variances, forecast revenue and expenditures, and develops custom reports to assist executive management with their budget reviews
- Provides training and/or training support to Budget Unit Leaders (BUL), budget coordinators and others responsible for budget preparation and administration. in such areas as Banner Finance functionality, report generation, budget analysis, budget preparation, financial proposal development, financial policies and procedures, etc.
- Assists and supports periodic site budget meetings to assure an on-going budget review and planning process while providing a proactive approach to problem resolution and information sharing to promote self-service
- Participates in, and provides project support for feasibility studies, process improvements/re-engineering and achieving executive management strategic objectives, benchmarking, strategic planning development and measurement of key performance indicators
- Perform other duties as assigned

REQUIRED QUALIFICATIONS

- Bachelor's degree in a related field (Significant related experience may substitute for education)
- Minimum of three years of demonstrated progressively responsible accounting and/or budget experience with responsibility for budget preparation, administration and analysis

PREFERRED QUALIFICATIONS

- Master's degree in Finance, Accounting or Business
- Demonstrated governmental and fund accounting experience

COMPENSATION

Compensation is competitive and commensurate with experience. Please contact Kimberly Moss. Includes a comprehensive and flexible benefits package comprised of paid time off, affordable medical/dental/vision plan coverage, disability benefits, life/accidental/critical illness insurance, retirement plans, reduced and waived tuition for College classes, employee discounts and many other perks. Coverage for dependents, spouses and domestic partners also available.

APPLICATION DEADLINE : Open until position filled.

- Apply online at www.tri-c.edu/careers or copy/paste the following link:
- <https://tri-c.csod.com/ux/ats/careersite/10/home/requisition/2731?c=tri-c>
- For more information about the position and the salary, contact Kimberly Moss, Manager of Talent Acquisition at Kimberly.Moss@tri-c.edu or (216) 987-4838.

EQUAL OPPORTUNITY STATEMENT

Cuyahoga Community College is committed to attaining excellence through the recruitment and retention of a qualified and diverse workforce. Cuyahoga Community College is an equal employment/educational opportunity institution.