



OPERATIONS BUDGET ASSISTANT

NATURE OF WORK

This is administrative work preparing budget documents and spreadsheets for the Operations department of the SAA. Work involves varied duties including collecting budget related documentation and preparing an analysis of the information. Work is performed under the direct supervision of the Operations Budget Manager.

EXAMPLES OF WORK

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)

- Compiles budget data from various sources; checks math and data to assure accuracy.
- Creates Operations budget templates.
- Drafts presentations, documents, spreadsheets and justifications.
- Assists Administrative Services budget coordinators in budget and project tracking formulation procedures and systems.
- Reviews records, documents and reports to assure accuracy, completeness and adherence to proper standards; prepares reports as needed.
- Tracks travel planning, paperwork and expense accounting for Central Operations and Printing Graphics & Direct Mail (PGDM).
- Reviews and submits Operations overtime (OT) and straight time (ST) documentation.
- Oversees the stationery account.
- Oversees the metro subsidy program for Operations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment, and is essentially sedentary with occasional walking, standing, bending, and lifting small items less than 25 pounds. May require extended periods of computer use.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree and one to three years of experience in budgeting, accounting or finance; or any combination of education and experience that provides the following knowledge, skills and abilities:



- Knowledge of Senate, SAA, and departmental rules, policies, procedures, and functions.
- Knowledge of office equipment, computers and relevant software/Web applications, and spreadsheets and databases.
- Knowledge of accounting, spreadsheet and word processing software.
- Knowledge of sound budgeting and financial management principles, practices and procedures.
- Ability to analyze data.
- Ability to draft accurate budgetary document, records and reports.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate effectively.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.