

Budget Analyst - Office of Budget and Planning Tufts University

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Posted Jul. 31, 2024, set to expire Dec. 31, 2024

Job Title	Budget Analyst - Office of Budget and Planning
Department	Office of Budget and Planning
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 31, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services
Job Website	https://jobs.tufts.edu/jobs/20760?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Budget and Planning provides consulting services to help schools and administrative areas at Tufts with financial decision-making and strategy. Using a holistic approach, their team develops budgets and forecasts; supplies stakeholders with analysis, tools, and financial stewardship skills; and aims to reduce costs and staff effort related to budgeting.

What You'll Do

The Budget Analyst reports to the Director of Budget Services and supports the Office of Budget and Planning with reporting, analysis, and chart of accounts maintenance needs.

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Main areas of responsibilities include: support for development of quarterly forecasts and annual budget submissions through the analysis of key performance indicators and assistance with various reporting packages and presentations to senior staff in the Office of Budget and Planning and assigned school/Unit; and general team support through monitoring budget performance, entering data into Axiom budgeting software, processing journals, and looking for ways to improve efficiencies. Ad hoc duties, including customized reports and analysis, as needed.

What We're Looking For

Basic Requirements:

- Knowledge and experience typically acquired through the completion of a Bachelor's degree or higher level of education and 3-5 years of related experience
- Experience using Tableau, Salesforce, and other information systems
- Demonstrated experience with Excel, including pivot tables, vlookups, report generation
- Ability to work effectively with highly diverse clients and colleagues
- Strong analytical skills
- Strong organizational skills
- Strong interpersonal skills
- Strong attention to detail
- Demonstrated experience with taking initiative and being resourceful

Preferred Qualifications:

- Experience working in higher education

Pay Range

Minimum \$64,550.00, Midpoint \$80,700.00, Maximum \$96,850.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

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