

Senior Budget Analyst Tufts University

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Posted Oct. 14, 2024, set to expire Feb. 24, 2025

Job Title	Senior Budget Analyst
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Oct. 14, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management
Job Website	https://jobs.tufts.edu/jobs/21022?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

What You'll Do

- The Senior Analyst will report to the Director of Budget Services and support the operation of the Office of Budget and Planning.
- The Senior Analyst will serve as a primary contact to schools/ units, consult with the Executive Administrative Dean and Program Managers, and provide guidance on budget development and monitoring.
- The Senior Analyst will develop budget and forecast packages for school/unit input and review, including the position roster and trend analyses.

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- The Senior Analyst will identify and resolve variances and deficits, keeping constituents informed about budget status, and document detailed budget plans containing rationale and supporting information.
- The Senior Analyst will liaise with others across the University, including Local Research Administrators (LRAs), to receive input into budgets, forecasts, and rosters.
- Additionally, the Senior Analyst will prepare summary analyses of assigned units, assist with questions regarding prior period variances, and measure/ report performance indicators to key stakeholders.
- This position will also act as steward for university resources and ensure the appropriate use and planning for gift and discretionary funds.

What We're Looking For

Basic Requirements:

- 5+ years' experience with budgeting and financial management.
- Demonstrated experience working with senior staff across an organization.
- Excellent communication skills.
- Strong organizational skills.
- Strong interpersonal skills.
- Strong skills with Excel and other budgeting and reporting tools.

Preferred Qualifications:

- Higher education experience.
- Experience with information and financial systems.

Pay Range

Minimum \$85,650.00, Midpoint \$107,150.00, Maximum \$128,600.00

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



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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