

BOARD OF REGENTS
POSITION ANNOUNCEMENT
BUDGET AND DATA ANALYST

This position reports directly to the Associate Commissioner for Finance and Administration.

Responsibilities include:

- Reviews and analyzes budget submissions by postsecondary education systems and institutions;
- Assists in the development and maintenance of a budgetary system for postsecondary education budget units;
- Develops analytical procedures for application to system and institution budget submissions;
- Monitors status and execution of operating budgets from a statewide perspective;
- Reviews and analyzes proposed budget adjustments and emerging budgetary issues;
- Prepares budgetary summaries and presentations for the Board of Regents, Division of Administration, and legislative bodies;
- Advises the Associate and Deputy Commissioners for Finance and Administration on budgetary issues and policies;
- Assists the Finance and Administration Division generally with respect to budgetary and financial issues, studies, research, and policy;
- Responds to reporting surveys for regional and national higher education associations.
- Assists the Associate Commissioner for Institutional Research and Performance Assessment with development and preparation of data utilized in the calculation of the Outcomes Based Funding Formula;
- Formulates analytic tasks in support of funding objectives, including policy research and development, formula design and implementation, and outcome evaluation;
- Leverages large amounts of data to inform BOR staff, Board Members, management boards, legislators, and the public of the Outcomes-Based Funding Formula.

Minimum qualifications:

- Baccalaureate degree in finance, economics or related field which emphasized statistics, sampling or data analytics with a minimum of 3 years of professional level experience. Graduate degree preferred. Graduate degree may substitute for two years of required experience;
- Proficient in Microsoft Excel;
- Knowledge of SQL preferred;
- Solid analytical and communication skills.