



Example of Budget Assistant Job Description

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Our innovative and growing company is hiring for a budget assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for budget assistant

- Monitor the status of budget usage and bring up perceived issues related to budget to the management in a timely manner
- Analyzes proposed City and State legislation to determine impact on City programs and budget
- Reviews, analyses and assists in the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements, including programmatic aspects
- Assists managers in the elaboration of resource requirements for budget submissions
- Monitors budget implementation/expenditures and recommends reallocation of funds as necessary
- Monitors extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures
- Assists in the preparation of Africa Hall budget performance submissions
- Assists in finalization of budget performance reports, analysing variances between approved budgets and actual expenditures of the Africa Hall project
- Assists in the preparation of supporting documents (narrative and supporting tables) with respect to finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements with regard to the Department's extra-budgetary resources
- Supports the Finance/Budget Officers(s) in extracting information and

Qualifications for budget assistant

- Provides purchasing support
- Processes travel and non-travel reimbursements and payments (honorariums, memberships, cash advances)
- Ability to build and work within a strong, high-functioning team
- Strong interpersonal and human relations skills, including ability to effectively manage conflict
- Excellent skills and ability to communicate effectively, in both written and verbal format, with a variety of people, including faculty and administrators, staff and affiliates
- Integrity, objectivity and confidentiality are essential, as are excellent quantitative and analytical skills