PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Budget Analyst
Part-Time/Non-Benefited
Monday-Friday
19 hours per week)

DEPARTMENT: GSB Budget Office, Lincoln Center Campus

RESPONSIBILITIES:
• Carries out functions related to the operation of Fordham University’s Gabelli School of Business Budget Office.
• Reports to the Senior Manager of Finance and Administration and works with the Budget Office team members,
• Prepares check requests, purchase orders, travel reimbursement forms, interdepartmental expense transfers, and budget transfers
• Maintains a log of Work in Progress transactions and scan and organize electronic files
• Communicates with other departments regarding the processing of payments and proper coding of transactions
• Conducts periodic reviews of operating budgets to identify and address issues such as overspent lines and miscoding of expenses
• Assists with budget reporting and analysis for certain department and academic programs
• Interacts with outside vendors to obtain the proper tax documentation for payment submissions and addresses any payment issues
• Provides information for ad hoc and budget information requests by members of the Gabelli community
• Assists with special projects and analysis as needed

QUALIFICATIONS:
• Bachelor’s Degree preferred.
• Experience in higher education business processing or related field
• Strong quantitative, qualitative, and critical thinking skills
• Expertise with business applications, specifically Microsoft Excel and Word
• Strong work ethic, dependability, attention to detail and a customer-service focus
• High level of discretion working with confidential documents
• Strong communication skills

SALARY: Hourly Rate
Commensurate with experience.

FLSA CATEGORY: Non-exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Liz Lappin
Senior Manager of Finance and Administration
gsbbudget@fordham.edu

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Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories