

JOB DESCRIPTION:	Business Analyst		
DEPARTMENT:	Business Affairs		
REPORT TO:	Budget Administrator		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	426000	DATE APPROVED:	01-JAN-2025
		DATE MODIFIED:	

SUMMARY: Responsible for analyzing business processes, identifying areas for improvement, and developing strategies to enhance efficiency and productivity. Manages, verifies, and coordinates the auxiliary budget operations.

DUTIES:

1. Assists in the planning, development, and administration of all business/commercial activities, programs, auxiliary enterprises, inventory control, and services of the university.
2. Oversee all facets of the daily operations of the auxiliary services, ensuring compliance with the University, state, and federal laws, policies, and regulations.
3. Assists with the development and implementation of policies and procedures consistent with those of the university to ensure efficient and safe operation of the auxiliary unit.
4. Assists in developing and implementing methods and facilities for enhancing revenue sources and/or generating new revenue sources for the organization.
5. Gather and analyze data to identify trends and patterns, and to find the root causes of business challenges. Develop recommendations for organizational changes, such as new systems or procedures.
6. Assist in reviewing and reconciling for accuracy with Accounts Receivable and Accounts Payable for the auxiliary departments.
7. Participates and assists in the analysis of all components relevant to budget formulae and all funding legislation.
8. Coordinates the preparation of financial statements, financial reports, special analyses, and information reports for the auxiliary services; presents recommendations for programmatic and fiscal changes.
9. Represents the university at various community and/or business meetings, committees, and task forces.
10. Demonstrates the utility of business analysis to the university community.
11. Performs miscellaneous job-related duties as assigned.

REQUIREMENTS:

1. **Education/Background:** Bachelor's degree in business management or a related field-with at least 3 years of experience related to the duties and responsibilities specified. Completed degree(s) from an accredited institution that is above the minimum education requirement may substitute for experience on a year for year basis. A master's degree can substitute for a related field and/or some years of experience.

2. **Job Knowledge:** The Business Analyst must possess a strong understanding of WNMU's mission, values, and organizational structure. Ability to provide excellent customer service. Ability to communicate effectively, both orally and in writing. Advanced knowledge of public sector finance, accounting, and budgeting principles and procedures. Ability to develop, plan, and implement short- and long-range goals. Ability to execute and integrate complex financial analyses and prepare comprehensive capital/operating budget summaries and projections. Ability to make administrative and procedural decisions. Ability to solve complex problems. Knowledge of computerized information systems used in financial and/or accounting applications. Ability to investigate and analyze information and draw conclusions. Ability to supervise and train employees, including organizing, prioritizing, and scheduling work assignments. Organizing and coordinating skills. Advanced financial analysis and mathematical skills. Knowledge of HED financial reporting standards and of State of New Mexico financial reporting laws, regulations, and procedures. Employee development and performance management skills. Knowledge of higher education fund accounting principles and procedures. Ability to design and develop complex financial models. Demonstrated operational and technical knowledge of Enterprise Resource Planning systems, such as SCT Banner. Must be knowledgeable of university policies and procedures. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)