

# STEM Budget Analyst



## Major Duties and Responsibilities

- Assist the director with grant implementation, staff supervision and training, budgeting, publicity and public relations, writing, research, presentations, and new project developments.
- Prepare and analyze various financial status or related reports, statistics, and projections:
  - Submit budget reports weekly to director and monthly to department's administrative assistant.
  - Assist with the preparation and submission of annual reports to funding agency.
- Monitor fund balances and payroll information and analyze accounts daily to accurately track appropriations, expenses, and/or revenues:
  - Compare submitted hours worked by employees with pay earnings reports to ensure consistency.
  - Monitor GLOW (General Ledger Online Web) transactions and correlate information with current and past budgets.
  - Coordinate budget corrections and revisions as necessary to ensure adequate funds for program coverage according to spending priorities.
- Provide financial advice to director for proper program planning and effective decision-making.
- Participate in staff meetings and provide relevant financial updates.
- Assist with general office functions including, but not limited to, answering telephones, filing, photocopying, and data entry.
- Assist the director and student program assistants with other duties as assigned.

## Minimum Requirements

- Knowledge of accounting and budgetary procedures.
- Familiarity with current versions of Microsoft Word, Excel, PowerPoint, Access, and Publisher, as well as Photoshop (or similar applications).
- Able to work independently with minimal supervision.
- Able to work with diverse populations.
- A cumulative GPA of 3.0 or better.
- Must have attained junior status.
- Possess and portray excellent communication, leadership, organization, and multi-tasking skills.
- Must be detail-oriented, flexible, dependable, and able to perform well under pressure.

## Preferred/Desired Qualifications

- Majoring in accounting, finance, economics, business, public administration, and/or related/relevant academic discipline.
- Experience working with grant-funded programs.
- Supervisory experience.
- Awarded work-study.

## How do I apply?

- Download and complete an application form from <http://www.wmich.edu/multicultural/stem/employment.html>. Please do not use any other application form.
- Return completed application form to the STEM Director, Ms. Vunsin Hiew Doublestein, at 2285 Ellsworth Hall in Multicultural Affairs along with:
  - a résumé
  - personal and professional goals statement in which applicant clearly describes his or her personal and professional goals and how this position fits with those goals
    - Note: this statement should be no more than 2 double-spaced pages and may also be used as a writing sample from the applicant
  - two **professional** letters of recommendation **specifically highlighting your experience and/or potential as a budget analyst** :
    - in an e-mail from the recommenders
    - on official letterhead by regular mail or in person
  - a copy of your transcript
    - including transfer and/or undergraduate - for transfer and graduate students, please submit both (1) an **unofficial** WMU transcript AND (2) a transcript from your previous institution(s) OR a WMU Transfer Credit Evaluation report
  - proof of work-study award (if applicable)
- For more information, please contact the STEM Director at (269) 387-3316 or at [vunsin.h.doublestein@wmich.edu](mailto:vunsin.h.doublestein@wmich.edu).