



THE OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

JOB DESCRIPTION

Fiscal Analyst

**Exempt
Position #100308**

ESSENTIAL FUNCTION

Review, compile, edit and analyze fiscal and programmatic data.

RESPONSIBILITIES AND DUTIES

- Research, compile, and analyze all fiscal and programmatic records related to tuition and fees and compile Tuition Impact Analysis Report.
- Conduct annual Tuition Compliance Audit.
- Research, compile, and analyze the annual E&G Summary and Analysis Report and other annual reports as required.
- Research, compile, and analyze data related to other fiscal issues and reports.
- Transmit surveys to institutions for reporting information via web-based system. Analyze data and assist with compilation of reports.
- Research, analyze, and edit fiscal policies for necessary updates and prepare edited reports and publications for submission to the Board of Regents.
- Assist with editing and compiling fiscal reports and projects as assigned.
- Compile and analyze annual award amount for the Teacher Shortage Employment Incentive Program.
- Attend meetings related to fiscal issues and grant programs as assigned.
- Research and analyze fiscal impact of legislative bills.
- Compile fiscal data, charts, reports, etc. related to legislative inquiries and national higher education surveys and inquiries.
- Performs other similar duties and assignments as assigned.

POSITION QUALIFICATIONS

Minimum qualifications: Bachelor's degree and five (5) years related experience. Successful applicant must have excellent computer software skills (Microsoft Word, Excel, PowerPoint), writing, and interpersonal skills.

SUPERVISION

The employee performs work under the supervision of the Associate Vice Chancellor for Budget & Finance.

Interested candidates may submit a cover letter and resume (including a list of 3 professional references) to:

OSRHE, Human Resources, P.O. Box 108850, Oklahoma City, Oklahoma 73101-8850.

Fax #: (405) 225-9230

E-mail: hr@osrhe.edu

Revised May 2010