

Position Title: Budget Analyst II

The Organization: Rutgers University-Camden

Overview:

Ranked #46 in *U.S. News & World Report's* list of Best Public Colleges and Universities, Rutgers University–Camden is a diverse, research-intensive campus of approximately 6,100 students at the undergraduate, graduate, and doctoral levels and 1,100 faculty and staff members. Located in Camden, N.J., directly across the Delaware River from Philadelphia, the university is uniquely situated to serve the local community while achieving global reach. A U.S. Department of Education-designated Minority Serving Institution, the university thrives due to a supportive culture that helps students achieve their goals and fosters collaboration among employees. Rutgers–Camden is recognized as a national model for civically engaged urban universities and was selected by the Carnegie Foundation for the Advancement of Teaching for a Community Engagement classification. *Washington Monthly* magazine has ranked Rutgers University–Camden among its “Best Bang for the Buck” universities and best national research universities. Recently, Rutgers–Camden earned Carnegie classification as an R2 research university due to a high volume of internationally recognized research, creative output, and scholarly activity.

Posting Summary: Rutgers University—Camden seeks a dynamic Budget Analyst II. Reporting to the Director of Budget Planning & Financial Assessment, the Budget Analyst provides analytical, reporting, and data visualization support to advance the Camden campus’s financial planning and decision-making processes. The Budget Analyst is responsible for developing and maintaining dashboards, financial reports, and data models that improve transparency and inform strategic resource allocation. This position analyzes financial, operational, and institutional datasets; assists the Director with budget-to-actual and forecasting analyses; and produces clear, actionable insights for academic and administrative units across the campus.

The Budget Analyst collaborates closely with departments to understand reporting needs, gather requirements, and deliver customized financial and performance dashboards using tools such as Power BI, Tableau, and Excel. The position ensures the accuracy, consistency, and integrity of financial data by validating data sources, troubleshooting reporting issues, and coordinating with IT/Data teams when necessary. The analyst also supports the annual budget planning cycle through supporting the preparation of planning materials, financial modeling, and recurring reporting required for campus leadership review.

Working under general supervision and within established policies, the Budget Analyst exercises independent judgment in analyzing financial data, developing reports and dashboards, and providing analytical recommendations that support the Camden campus’s strategic and operational objectives. Additional responsibilities include training end users on dashboard

navigation, promoting data literacy, and performing other duties as assigned in support of the office's mission.

Work Arrangement: Consistent with the current application of Rutgers Policy 60.3.22, this position may be eligible for a hybrid work arrangement. The flexible work arrangements outlined in Rutgers Policy 60.3.22 are part of a pilot program that is effective September 1, 2022 through August 31, 2024. Therefore, there is no guarantee that this flexible work arrangement will continue beyond that date. Flexible work arrangements are not permanent, are subject to change or cancellation and contingent on the employee receiving approval in the FlexWork@RU Application System. Additional information may be found at <https://futureofwork.rutgers.edu>.

Salary Details: Starting salary will be commensurate with qualifications and experience, within university policy and salary schedules, as well as departmental budgets. Min: \$94,492.00, Mid Range: \$119,604.00, Max Salary: \$144,715.00

Offer Information: The final salary offer may be determined by several factors, including, but not limited to, the candidate's qualifications, experience, and expertise, and availability of department or grant funds to support the position. We also take into consideration market benchmarks, if and when appropriate, and internal equity to ensure fair compensation relative to the university's broader compensation structure. We are committed to offering competitive and flexible compensation packages to attract and retain top talent.

Benefits: Rutgers provides a comprehensive benefits package to eligible employees. The specific benefits vary based on the position and may include:

- Medical, prescription drug, and dental coverage
- Paid vacation, holidays, and various leave programs
- Competitive retirement benefits, including defined contribution plans and voluntary tax-deferred savings options
- Employee and dependent educational benefits (when applicable)
- Life insurance coverage
- Employee discount programs

Minimum Education & Experience: Requires a bachelor's degree in business analytics, finance, accounting, data analytics, business administration, or a related field; or an equivalent combination of education and/or experience that demonstrates a strong understanding of financial analysis, data reporting, and applied analytics. Also requires a minimum of five years of relevant experience in financial analysis, data visualization, business intelligence, or a related analytical function in a higher education, public-sector, or complex organizational environment.

Required Knowledge, Skills, & Abilities: The position requires proficiency in Microsoft Excel (including PivotTables, Power Query, and complex formulas) and demonstrated proficiency in Tableau for the development of interactive dashboards, data visualizations, and executive-level reports. Experience with Power BI or similar business intelligence tools is considered an asset. The position must possess strong analytical skills, exceptional attention to detail, and the ability to synthesize, interpret, and present complex financial and operational datasets. Strong written and verbal communication skills are required to effectively translate technical findings into clear, actionable insights for both technical and non-technical stakeholders.

Preferred Qualifications:

- Master's degree in business analytics, financial analytics, finance, public administration, information systems, or a related field.
- Experience in higher education financial planning, budgeting, or institutional research.
- Experience using Power BI or similar BI/reporting platforms in a professional setting.

Equipment Utilized: Knowledge with Power BI, Tableau, Microsoft Excel, Microsoft Power Query, enterprise financial systems (e.g., Oracle, Banner), reporting and data warehouse tools, and standard office software and equipment.

Physical Demands & Work Environment: Availability to work evenings and occasional weekends.

Direct link to apply: <https://jobs.rutgers.edu/postings/272407>