

Boise State University Budget Office

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GENERAL RESPONSIBILITIES

<p>Chris Rosenbaum, Executive Director</p> <ul style="list-style-type: none"> • Management of Institutional Reserves • State Board of Education Reports • Planning, Revenue & Expense Analysis • Budget Hearings • Student Fee Hearings • Executive Budget Committee • Development of Appropriated Budget • State Board of Education Policies – review & advise 	<p>Karen Wargo, Associate Director</p> <ul style="list-style-type: none"> • STARS – reconciliations of State Funds • Presentations & Charts • Appropriated & Local Budgets • Board Policy – review & advise • Legislation – review & advise • Internal Budget Hearings • Build & maintain 10 yr data bank of budget info • Assist departments with forecasting
<p>Stephanie Sackerman, Budget Systems Analyst</p> <ul style="list-style-type: none"> • Design & Manage Reports • Upgrades & testing of Finance System and HR system • Access database maintenance • Technical assistance for staff – queries, etc. • Web maintenance • HR & Finance system issues – review & advise 	<p>Barry Burbank, Senior Financial Analyst</p> <ul style="list-style-type: none"> • Capital Projects • Auxiliary budgets • Utilities & energy • Fixed costs & leases
<p>Irene Pedraza, Budget Analyst</p> <ul style="list-style-type: none"> • Employee Action Forms • Local budgets • Payroll correcting entries – appropriated funds • Assist departments with forecasting • Position budget maintenance 	<p>Janet Hurd, .5 FTE Budget Analyst</p> <ul style="list-style-type: none"> • Employee Action Forms • Payroll projection reports • Payroll analysis (overtime, shift differential, etc. by unit)
<p>Kay Trotter, Financial Technician</p> <ul style="list-style-type: none"> • Employee Action Forms • Payroll & Personnel Change forms • Facilities usage • Budget transfers • Research & service for departments • Office organization • Staff support 	<p>Carolyn Goetz, .5 FTE Budget Analyst</p> <ul style="list-style-type: none"> • Employee Action Forms • Payroll correcting entries – Appropriated funds • Assist departments with forecasting
	<p>Other General Office Responsibilities</p> <ul style="list-style-type: none"> • Fringe Benefit Schedules • Student Fee Schedules • Student Fee spread • Monthly & quarterly reporting packages • Annual contract printing • Budget Book production – Appropriated, Local, Auxiliaries and Capital Projects