



EX. F

Arkansas Division of Higher Education

423 Main Street, Suite 400 • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Asa Hutchinson
Governor

Maria Markham, Ph.D.
Director

August 8, 2019

The Honorable David Wallace, Co-Chair
The Honorable Jim Wooten, Co-Chair
Personnel Committee of the Arkansas Legislative Council
State Capitol Building
Little Rock, AR 72201

Dear Senator Wallace and Representative Wooten:

Southeast Arkansas College (SEAC) requests the establishment of one (1) classified position from the Higher Education Central Pool authorized by Act 763 of 2019, ACA §21-5-1415. In accordance with the provisions of the act, we are forwarding our recommendation to you for consideration.

We recommend that the following be established from the Higher Education Central Pool:

Requested

Title: R027C/Budget Specialist
Grade – FY20: C117
Salary – FY20: \$32,249 - \$60,385
Number of Positions: 1


Recommendation

Title: R027C/Budget Specialist
Grade– FY20: C117
Salary – FY20: \$32,249 - \$60,385
Number of Positions: 1

The Budget Specialist position is requested to fulfill an immediate need for an employee with financial literacy, analytical skills and exceptional communication skills. This title is currently used at other institutions.

The Budget Specialist will be responsible for defining reports for all departments across the institution. He/she will compile and distribute budget worksheets for annual departmental budgetary meetings and assist the Vice-President of Finance with annual budget preparation for salaries, matching, and operating expenses. In addition, the Budget Specialist will assist the Vice-President of Finance with forecasting budgets for the institution.

Sincerely,


Maria Markham, Ph.D.
Director



Southeast Arkansas College

1900 Hazel St., Pine Bluff, AR 71603

Human Resources Office

Telephone & Fax (870) 543-5959 ♦ e-mail: personnel@seark.edu

"A State Supported, Locally Controlled, Technical Community College Accredited by the Commission of Higher Education and is an AQIP participant."

July 29, 2019

Dr. Maria Markham, Director
Arkansas Department of Higher Education
423 Main Street, Suite 400
Little Rock, AR 72201

Re: Request for Classified Position from Central Pool

Dear Dr. Markham,

In accordance with Section 10 of Act 763 of 2019, Southeast Arkansas College respectfully requests one (1) classified position from the Higher Education Central Pool. The position requested is for a C117 Budget Specialist.

Justification:

This position will report directly to the Vice-President of Fiscal Affairs. The Budget Specialist will be responsible for defining reports in specialized software (Synoptix) to extract year to date budget and actual expenditures for all departments across the institution. This position will compile and distribute budget worksheets for annual departmental budgetary meetings and assist the Vice-President of Finance with annual budget preparation for salaries, matching, and operating expenses.

The Budget Specialist will analyze existing budgets on departmental and organizational levels. The Budget Specialist will gather monthly and annual budgets and compare them to actual expenditures and costs. This position will assist the Vice President of Finance with forecasting budgets for the institution.

The Vice President of Finance requests the position of Budget Specialist in order to recruit applicants with the required skillsets involving financial literacy, analytics, and exceptional communication skills.

We respectfully request this position be approved as an immediate need.

If you have any questions, please contact Debbie Wallace, Vice President for Fiscal Affairs at (870) 543-5996. We appreciate your consideration of this request.

Sincerely,

Steven Bloomberg, President
Southeast Arkansas College




**HIGHER EDUCATION
REQUEST FOR CENTRAL POOL POSITION**

INSTITUTION 0691 Southeast Arkansas CollegeDATE July 22, 2019

<u>CLASS CODE/TITLE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>
R027C Budget Specialist		C117

I HEREBY CERTIFY THAT:

- A. The position requested is a full time position that is critical to the operation of the institution and will not be used for any other purpose than that which is outlined in the position description and the narrative justification of the position submitted on page 2 and page 3 of this request.
- B. Sufficient funds are available to fund this position at the requested grade.

 INST PER REPRESENTATIVE	<u>7-29-15</u> DATE	 INST PRESIDENT/CHANCELLOR	<u>7/25/19</u> DATE
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ARKANSAS DEPARTMENT OF HIGHER EDUCATION - RECOMMENDATION

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>
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LEGISLATIVE COUNCIL/JBC REVIEW

DATE

FAVORABLE ☐ UNFAVORABLE ☐

POSITION DESCRIPTION

(1) % of TIME AND WORK PERFORMED

NOTE: Indicate % of time for each example of work, single space within each example of work and double space between examples.

20% Defines reports in Synoptix Software to extract year to date budget and actual expenditures for all departments as required for periodic analysis, annual budgeting and planning.

20% Compiles and distributes budget worksheets for annual departmental budgetary meetings. Participates and assists VP of Finance with conducting budget reviews for each department within the institution. Assists VP of Finance with annual budget preparation and enters detail department budgets for salaries, matching and operating expenses.

20% Prepares monthly summary financial budgetary reports for financial analysis and presentation at bi-monthly board of trustees' meetings. Assist with research to verify and explain variances, etc.

20% Reviews, analyzes and enters approved budget transfer requests for all departments within the institution. Assist with resolving any budgetary concerns to enable timely processing for accounts payable.

20% Assist program directors with preparation and review of monthly, quarterly and annual reporting for federal and state grant programs as needed. Provides support to program with monthly and annual grant reconciliations to general ledger and reporting to funding source.

(2) Name and title of your immediate supervisor:

(3) Payroll titles of employees supervised and number of employees per title. If employees supervised, enter "None":

None

(4) Machines or equipment used regularly in your work. Give percent of time spent in operation of each.

%	
%	
%	
%	

(5) Basic Qualifications

Education, general:	BS degree in accounting, business administration or a related field.
Education, special or professional:	
Experience, length in years and kind:	2 years of experience in budgetary activities at an institution of higher education
Licenses, certificates, or registration	
Special knowledge, abilities and skills:	Knowledge of budgeting process at institution of higher education. Colleague and Synoptix Software Experience preferred.
Physical Requirements	

NARATIVE JUSTIFICATION

Southeast Arkansas College is requesting a classified pool position be granted to our institution for a Budget Specialist, Grade C117.

Summary: The Budget Specialist will report to the Vice President of Fiscal Affairs and assist with preparation, analysis and reconciling of departmental budgets. Responsible for compiling program budget data onto worksheets, including costs of salaries and benefits, supplies, faculty & staff travel and training along with other operating budget information and submits to the Vice President of Fiscal Affairs for approval. Responsible for researching and preparing financial and budget to actual expenditure reports, examining and verifying documents and performing general office duties.

Knowledge, Abilities and Skills:

Knowledge of the principles and practices of accounting. Knowledge of state budget and accounting procedures. Knowledge of budgetary procedures. Ability to evaluate and provide both monthly and annual year end summary reports. Ability to analyze documents to determine compliance with rules, regulations, and procedures. Ability to prepare and present oral and written financial information. Engage in professional development in support of fiscal knowledge. Perform other duties as assigned.