

<b>Job Title:</b>	Budget Analyst	<b>Department:</b>	Information Technology
<b>Location:</b>	Chicago	<b>Team:</b>	
<b>Date posted:</b>		<b>Reports to:</b>	Regional Chief Information Officer

<b>Salary Grade:</b>	<b>Type of position:</b>	<b>Shift:</b>
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours___40___ / week  <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

### JOB SUMMARY

This position is responsible for supporting all business administration activities for the domestic and regional Information Technology team, by performing the following functions.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manages all day-to-day corporate IT budget related activities, including but not limited to; providing variance analysis and approvals of IT related invoices.
- Manages various vendor dynamics, such as: tracking and managing the pre-paid software account, software licensing, maintenance account, telecom services account, intercompany invoicing, and CIP accounts.
- Aligns communication around all reimbursements and billings for projects.
- Liaises with all Accounting departments in the region to anticipate the upcoming expenses and savings.
- Provides domestic communication via Share Point to inform IT members of policy changes, and budget usage.
- Provides ad hoc IT budget reports to Regional CIO and/or global IT Directors.
- Reconciles the IT staffing worksheet (global), and provides analysis for total staff, functional areas, and areas of support.
- Designs and releases IT budget information workshops, domestically and regionally.
- Designs and releases global procedures and best practices.
- Every AXA Assistance USA employee must adhere to all corporate security and privacy policies as defined in the AXA Privacy and Information Security Handbook.

**Disclaimer:**  
 The statements mentioned above are a general description of the level of work being performed by the people assigned to this position. This is not to be interpreted as a complete list of all responsibilities, duties and skills required of candidates and employees. All company personnel may be required to perform duties outside their normal job functions when assigned.

**COMPETENCIES.** To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

**QUALIFICATIONS.** To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION AND/OR EXPERIENCE:

- BS/BA in Business Administration, Accounting/Finance, IT or related field or equivalent.
- 2+ years of experience with basic accounting functions managed within a global corporate environment, including but not limited to expense, capital, staffing budgets, variance analysis with bridges, forecasting and cost allocations; experience within global IT environment, strong plus.

### LANGUAGE SKILLS

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

### COMPUTER SKILLS

- Proficient with MS Office and advance skills in MS Excel; SharePoint a plus.

### KNOWLEDGE, SKILLS AND EXPERIENCE

- Hands-on experience collaborating with global staff to manage financial budgets.
- Exhibit solid financial analytical capabilities, manage multi-assignments, achieve accuracy in reporting and meet deadlines.
- Demonstrated experience as an action-oriented effective team member.
- Knowledge or experience with multi-currency and foreign exchange variance a plus.

### OTHER SKILLS AND ABILITIES

- International financial experience and additional language skills a plus (Spanish a big plus).
- Experience in a technology environment is preferred but, not required.
- Valid Passport due to international travel.