



BUDGET ANALYST

GENERAL RESPONSIBILITIES

Under the leadership of a Coordinator of Budget Development, the position is responsible for assisting in the preparation and administration of the school operating and categorical budgets and overseeing the federal impact aid-funding program.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Review annual departmental budget development submissions and documentation of personnel and resource allocations for accuracy; update data in budget system software.
- Assist in monitoring, analyzing and reporting financial and operational data.
- Provide accurate data and analysis to assist in the preparation of the budget and related documents.
- Prepare salary and fringe benefit projections and projections of non-personnel costs.
- Assist with monitoring revenue projections for current and proposed budgets.
- Serve as a liaison and collaborate with staff in other offices and departments on budget and/or grant related issues.
- Assist with budgetary, financial and operational research for reports, projects and program evaluations as requested.
- Review and analyze budget transfer requests to evaluate availability of funds and budgetary impacts; enter budget transfers into financial system.
- Collect, analyze and assist in the preparation of categorical funding applications and budget amendments.
- Review statements of expenditures and encumbrances compared to budget on a monthly basis for accuracy and make recommendations for budget adjustments as needed.
- Prepare the monthly grant summary financial report for senior staff members.
- Assist with position management, including updating position allocations and monitoring the staffing of personnel.
- Prepare the draw account allocations for school sites.
- Assist with financial systems and document management platforms, updates, and reporting and analysis as required.
- Oversee the collection, analysis and tabulation of data, and preparation of annual reports for the Impact Aid program.
- Represent the school division in cooperation with outside agencies, governments, legislators and other public constituencies.
- Assist with the fiscal year-end closeout process as needed.
- Assist internal and external auditors with data request and reports as needed.
- Compose and proofread various documents for the department.
- Manage special projects as assigned.
- Perform related work as required.



KNOWLEDGE, SKILLS AND ABILITIES

Must have a general knowledge of the principles and general laws governing school financial practices and procedures; general knowledge of school budgeting procedures; general knowledge of school administration operations. Must have the ability to develop and present ideas effectively in oral and written format; work independently and as part of a team; work in a timely and efficient manner to meet deadlines; and establish and maintain effective working relationships with members of the School Board and senior staff, school officials, budget managers, grant coordinators and associates.

EDUCATION AND EXPERIENCE

Required:

Bachelor's Degree in Business Administration majoring in accounting or finance.

Business or governmental budget/accounting experience.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, grasping, fingering, repetitive motion, and reaching. Occasional standing, bending, stooping, and crouching. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt

Description: Rev. 5/18