

JOB DESCRIPTION

TITLE DISTRICT BUDGET ANALYST

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/ Experience	Bachelor's degree in business, accounting, or related discipline, or five years related experience in finance and/or budget preparation (degree preferred). Demonstrated proficiency with software applications used in financial and data management, including data extract tools such as EZ Pickins, and advanced skills in the Microsoft Office Suite, especially Microsoft Excel and/or Microsoft Access. Proficiency in the design and use of spreadsheet functions such as charts, tables, sorting, filters, grouping/sub-totals, lookups, pivot tables and complicated workbooks with embedded links to multiple worksheets or workbooks required.
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedures manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public. Ability to work with different offices and departments in a collaborative fashion. Ability to communicate accounting and budgeting principles, policies and practices to non-financial managers at school based and district departmental locations.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and trend analysis. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to draw logical conclusions from trend data.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO Director of Budget

GENERAL RESPONSIBILITIES

1. Assists the Director in the preparation of the tentative and final budget for all funds.
2. Assists the Director in the preparation and monitoring of the district budget for all funds.
3. Manages periodic financial analyses and forecasts for district wide salaries and benefits and advises the Director of Budget.
4. Reviews and analyzes district staffing allocations and allocation requests to ensure positions are accurately assigned to the proper fund, function, center and project and advises the Director of Budget.
5. Manages and monitors the review of district-wide expenditures, analyzes trend data and provides summary analyses for the Director of Budget.

SPECIFIC RESPONSIBILITIES

1. Assists the director in the design, preparation, development and monitoring of the district budget for all funds.
2. Supports the Director of Budget in the achievement of departmental annual goals and in the overall mission of the provision of services to schools and departments in a constructive, positive manner at all times.
3. Manages the analysis and forecasting of salaries and benefits, including periodic assessments of surplus/deficit conditions in salaries and benefits and reports the results to the Director of Budget.
4. Functions as the liaison between the Budget Department and the Department of FTE and Staff Allocations and manages the detailed translation of staffing allocations to specific funds, costs centers, and projects to ensure accuracy of cost recording and maximization of funding categories.

5. Assists the Director in the analysis and tracking of fund balances in all funds.
6. Provides supportive direction to school based and departmental staff in the application of sound financial practices to ensure surplus/deficit positions are evaluated on a consistent and periodic basis and to ensure the accuracy of cost recording and maximization of funding categories.
7. Assists external auditors with financial reviews.
8. Assists the Director in the preparation of the annual budget book and the preparation of the budget in the format required by the Department of Education.
9. Prepares periodic reports, trend analyses and other statistical data.
10. Assists the Director in the preparation of monthly financial reports and budget resolution reports to the District School Board, ad hoc budget reports and analysis for district management and the School Board.
11. In the absence of the Director of Budget, ensures continuity of office functions and the completion of assignments.
12. Performs other duties as assigned.