



EMPLOYEE NAME: \_\_\_\_\_

Created: 5/06; Revised: 2/12; 10/12; 5/13; 7/13; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Budget Analyst/Bookkeeper, HAVEN Academy	<b>JOB CODE:</b> 474D
<b>DIVISION:</b> Academic, Teaching & Learning and Specialized Services	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> HAVEN Academy	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, HAVEN Academy	<b>PAY GRADE:</b> Rank V (NC05)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Maintains financial records for the school; prepares and implements the fiscal year budget; processes all grant budget adjustments; maintains accurate allotment reports for HAVEN and Special Student Services	

**REQUIREMENTS:**

1. Educational Level: High School diploma or GED required
2. Certification/License Required: None
3. Experience: 3 years experience working as a budget analyst/bookkeeper
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; attention to detail; computer skills; analytical skills

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

**ESSENTIAL DUTIES:**

1. Demonstrates prompt and regular attendance.
2. Maintains all financial records in accordance with Cobb County School District Policies and Procedures Manual.
3. Verifies vendor invoices and resolves any noted discrepancies and routes all check requests and purchase orders with supporting documentation to appropriate school or central office personnel for approval.
4. Performs fiscal monitoring of check requests, audits all documentation, audits approval signatures.
5. Performs fiscal monitoring of purchase orders, monitors budget balance/charge codes/approval signatures.
6. Prepares all personnel data involving personnel costs for HAVEN Academy (including Douglas County) using Access database; prepares budget for personnel costs and operations costs.
7. Prepares and implements the fiscal year budget; submits annual budget directly to State DOE via Consolidated Application online program; processes all grant budget adjustments; verifies accuracy of data and routes requests for approvals; maintains all files associated with grant and local budgets.
8. Creates monthly reports, listing all HAVEN employees by location and position.
9. Prepares CPI report for HAVEN Academy and verifies this with Central Office CPI designee.
10. Assists in answering budget questions from school and central office employees.
11. Prepares OMB certifications for Federal grant biannually.
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_