JOB DESCRIPTION

POSITION TITLE: Budget Analyst      JOB CODE: 466D
DIVISION: Financial Services      SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Financial Planning & Analysis      WORK DAYS: 238
REPORTS TO: Manager, Financial Planning & Analysis      PAY GRADE: Rank H (NK08)
FLSA: Exempt      PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Assists in the planning and development of the fiscal budget; assists with maintenance of general ledger accounts system; compiles data for use in reports relating to programs and accounts.

REQUIREMENTS:

1. Educational Level: Bachelor Degree or its equivalency required (2 years of similar work level experience = 1 year of college) A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.
2. Certification/License Required: None
3. Experience: 3 years’ experience in accounting or budgeting
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; working knowledge of computers and software

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. Assists in the development of operational and financial procedures and/or manuals.
3. Performs fiscal monitoring of check requests, purchase orders and contracts; audits all documentation for appropriate expenditures, budget balances, account codes, and approvals.
4. Assists in providing budget administrators with technical advice concerning budgets.
5. Assists in preparation and implementation of fiscal year budget and year-end state reporting.
6. Processes grant budget adjustments and prepares grant reconciliations.
7. Initiates and enters General Ledger account codes in Munis system.
8. Compiles financial/miscellaneous data for use in reports, presentations and meetings.
9. Attends appropriate meetings, trainings and seminars as directed.
10. Performs other duties as assigned by appropriate administrator.

Signature of Employee _________________________ Date ______________

Signature of Supervisor _________________________ Date ______________