



EMPLOYEE NAME: _____

Created: 8/12 Revised: 10/12 ;1/13; 6/18; 5/19; 4/20; 5/20; 6/22

JOB DESCRIPTION

POSITION TITLE: Budget Analyst	JOB CODE: 466A
DIVISION: Financial Services	SALARY SCHEDULE: Professional/ Supervisory Support
DEPARTMENT: Financial Planning & Analysis	WORKDAYS: Annual Administrative
REPORTS TO: Asst. Director, Financial Planning & Analysis	PAY GRADE: Rank E (NK05)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists in the planning and development of the fiscal budget; coordinates compliance of general ledger accounts and maintains codes within general ledger account system; analyzes, evaluates and compiles data for use in reports relating to programs and accounts.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s Degree in Business Administration, Finance, Accounting, or related field required
2.	Certification/License Required: None
3.	Experience: 2 years of 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.	Develops operational and financial procedures/manuals in coordination with other Financial Planning & Analysis staff members.
3.	Performs fiscal monitoring of budget transfers and amendments; audits all documentation for appropriate system entry, budget balances, account codes, and approvals.
4.	Provides budget administrators and grant managers with technical advice concerning their budgets.
5.	Reviews and approves budget adjustments related to grants and Other Funds in the Munis system, ensuring accuracy and reliability with supporting documentation.
6.	Assists in preparation and implementation of fiscal year budget and year-end state reporting.
7.	Prepares grant reconciliations for State-approved Consolidated Applications.
8.	Initiates and enters General Ledger account codes in the Munis system and works collaboratively with department staff on adherence to changes in State account code usage as it relates to reporting.
9.	Performs financial, operational and grant analysis, as needed, for use in reports, presentations, and meetings.
10.	Prepares and calculates annual budgets and compiles documentations for all Other Funds as part of the district’s fiscal year budget development.
11.	Attends appropriate meetings, trainings and seminars as directed.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____