

## **BUDGET ANALYST**

### **GENERAL RESPONSIBILITIES**

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.)

- Direct, implement and analyzes special project data as directed.
- Verify and analyze the Impact Aid report and data tabulation.
- Compose and proofread correspondence for various documents and represent the school division in cooperation with outside agencies, governments, legislators, and other public constituencies.
- Prepare salary and fringe benefit projections.
- Prepare and maintain reports for the reconciliation of accounts to track expenditures.
- Assist internal and external auditors.
- Monitor revenue projections for current and proposed budgets.
- Research questions as requested by the Senior Budget Analyst.
- Assist with the annual personnel count.
- Track current salary costs for the preparation of the upcoming budget.
- Reconcile categorical grant payroll and fringe benefits charges to the general ledger on a monthly basis.
- Provide a monthly summary of payroll and fringe benefit costs.
- Collect, analyze and ensure that all categorical reimbursement requests, categorical funding applications and budget amendments are submitted to the appropriate funding agency.
- Maintain a schedule of required reimbursements and work with administrators to ensure deadlines are met.
- Assist with the year-end closeout.
- Perform related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

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; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school officials and associates.



**EDUCATION AND EXPERIENCE**

Bachelor’s Degree in Business Administration majoring in accounting or finance and some business or governmental budget/accounting experience.

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

**PHYSICAL REQUIREMENTS**

None.

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

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 7/08
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