



POSITION TITLE: BUDGET ANALYST

OVER-TIME STATUS: EXEMPT

PAY GRADE: 374

SALARY RANGE: \$70,617.02 - \$111,848.97

REPORTS TO: CHIEF FINANCIAL OFFICER

JOB SUMMARY:

This is full performance level administrative work involving the collection, analysis, and reporting of budget information used in the development of school system budgets. An employee in this class is responsible for completing all budget reports and documents necessary for the compilation of the school district's budgets. The work involves collecting and analyzing budget information from school administrators and external government and non-governmental sources; estimating salary and program costs; completing reports on expenditure patterns and funds allocation; and verifying, organizing, analyzing, and presenting all information needed to develop final and revised school budgets. An employee in this class performs most work independently.

ESSENTIAL DUTIES:

- Develops and implements budgets and forecasting financial needs, as well as processing, loading and validating data flowing through the ERP and budget information systems. Other duties include tracking, monitoring and analyzing data to ensure proper allocation, use and status of funds, and reconciling and resolving data discrepancies.
- Seeks ways to improve processes or use resources efficiently by conducting research and analyses, formulating recommendations and following through with execution. Identifies issues through regular review of statistics, budgets and financial statements, and then providing recommendations or solutions.
- Develops and implements the budget process for the collection and compilation of system-wide budget requests and program requirements. Sets budget calendar, including public hearings and workshop dates, budget deliberations, and projected school board and City Council approval dates.

- Develops the annual operating and capital budgets for the School Board; advises the Chief Financial Officer of revenue and expenditure status and estimates and the District's financial position. Provides advice and technical assistance with cost analysis, fiscal allocation, and budget preparation. Seeks new ways to improve efficiency, decrease costs and increase revenues. Completes federal state, local, and special reports & surveys.
- Oversees and manages the Position Control System. Controls, monitors and maintains the personal services budgets; monitors and analyzes personnel/payroll information; reviews daily personnel action reports; estimates various salary allowances; monitors personnel counts, including number of personnel employed versus number budgeted.
- Organizes and compiles budget account information into predetermined categories; outlines budget allocations and assignment of personnel within budgeted accounts. Monitors and analyzes expenditures of allocated budget funds in schools and departments to maintain expenditure controls; computes initial school allocations; sets up principal/department head dashboards or reports for their management oversight.
- Provides group and individual training and assistance to principals, administrators, and clerical staff in managing budgets and accounts, tracking expenditures, and interpreting financial accounting and budget reports.
- Participates in M/WBE program evaluation especially as it affects budgeting in make-buy decisions.
- Performs related duties as assigned by the Chief Financial Officer.

JOB SPECIFICATIONS/ PHYSICAL REQUIREMENTS:

Comprehensive knowledge of complex governmental accounting and budgeting practices and procedures. Ability to interpret budget directives and establish policies for carrying out directives. Ability to compile and analyze accounting and budget data to determine the required financial resources. Ability to perform statistical and comparative analyses of spending, cost-benefit analyses, evaluating best practices for budget development, reviewing financial requests and exploring alternative financing methods. Thorough knowledge of computer financial systems including integrated enterprise resource planning (ERP) systems, accounting, database, spreadsheet, word processing and presentation software. Ability to communicate effectively, both orally and in writing. Must be able to develop and present ideas effectively, orally and in written form; must be able to establish and maintain effective working relationships with other staff, officials and the general public.

Work involves physical effort normally encountered in a typical office setting with occasional requirements to travel to other local facilities for meetings and out of area conferences.

EDUCATION AND EXPERIENCE:

A bachelor's degree is required from an accredited college or university in business, finance or accounting, public administration or related field; considerable experience in public budget/accounting, program analysis and management/cost accounting; experience in performance measurement reporting.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

APPLICATION PROCEDURE:

All applicants please submit an on-line application along with copies of supporting credentials and two references at ppsk12.us/jobs. Be sure to connect your application to the advertised position.

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