



## BUDGET ANALYST

### GENERAL RESPONSIBILITIES

Assist in the budget development process, administration of the school operating budget, and completion of financial reporting requirements. Ensure the school division meets compliance and reporting requirements of federal programs. Perform financial analysis duties as assigned by the Chief Financial Officer or their designee.

### ESSENTIAL TASKS

- Assist in monitoring, analyzing, and reporting accurate financial and operational data.
- Assist in the preparation of the annual budget including federal programs.
- Complete federal program reconciliation processes.
- Prepare projections for salary and fringe benefits and non-personnel costs.
- Assist with monitoring revenue projections for current and proposed budgets.
- Assist with budgetary, financial, and operational research for reports, projects, and program evaluations as requested.
- Review and analyze budget requests to evaluate availability of funds and budgetary impacts; enter approved requests into financial system.
- Oversee financial reconciliation of budgeted revenues and expenses.
- Assist with monthly financial report preparation.
- Serve as a liaison and collaborate with staff in other departments on budget and/or grant related issues.
- Perform related work as required.

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles and general laws governing school financial practices and procedures, school budgeting procedures, school administration operations, and federal program guidelines. Proficient in Microsoft Excel, familiarity with data query/data management tools, and the use of financial database management software required. Possess strong analytical competency and data gathering skills with ability to make presentations to upper management. Ability to interpret complex funding requirements, submissions, and budget projections; ability to interpret federal, state, and local government laws and regulations regarding financial administration; ability to review the work of others to ensure conformance to standards; ability to communicate effectively across a broad spectrum of staff, both orally and in writing required. Exceptional attention to detail and ability to manage multiple projects required.

### EDUCATION AND EXPERIENCE

Bachelor's Degree with a concentration in accounting or finance and previous experience in financial management, budgeting, accounting, and/or auditing. Experience in an educational setting preferred, but not required. A comparable amount of training and experience may be substituted for the minimum qualifications.

CCPS Website: <https://www.ccpsva.org/>