

Job Description

Job Title: **Budget Analyst**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **September, 2013**

Job Code: **5000**
 FLSA Status: **Exempt - P**
 Pay Range: **L06**
 Typical Work Year: **12 months**

SUMMARY: Responsible for developing, implementing, and monitoring of the district’s annual budget. Responsibilities include routine budgetary support of departments and schools, year-end budget and expenditure projections, variance analysis and research.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Coordinates, prepares and monitors the district’s annual Financial Plan and Budget. Advises departments and schools on budget processes and requirements. Analyzes reports and meets with department and school personnel to discuss concerns and/or answer questions. Advises district stakeholders about budget-related training, general information, financial presentations and other budgetary matters.	D	40%
2. Monitors budget activities throughout the year. Conducts variance analysis of budgeted versus actual expenditures and promotes the alignment of budget to actual activities. Prepares financial information for analysis and comparison including trends and multi-year projections.	M	20%
3. Provides financial analysis for district decision makers. Performs assignments involving research, data interpretation, analysis and formulation of recommendations. Prepares financial information and reports. Works to continuously improve and simplify budgetary processes and services. Provides consultation to district administrators on findings and makes suggestions for improvements.	W	15%
4. Helps prepare the annual Financial Plan and Budget for Board of Education (BOE) adoption. Ensures compliance and maintains knowledge of current and developing school finance laws, BOE policies, Colorado Department of Education (CDE) requirements and best budget practices. Serves on various ad hoc committees as needed.	A	10%
5. Performs other job-related duties as assigned.	Ongoing	15%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in finance, business administration, public administration or related field required.
- Minimum of three (3) years of relevant budget experience required.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong interpersonal, written and verbal communication and attention to detail skills
- Exceptional organizational skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks and priorities with frequent interruptions.
- Ability to promote and follow Board of Education policies, Superintendent Policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Windows, Excel, and PowerPoint.
- Operating knowledge of district financial system and student information system preferred, required within 3 months of entering position.
- Operating knowledge of and experience with typical office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Budget Manager	3053

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsibility for analyzing and monitoring budgets, maintaining and reconciling accounts.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	