



BUDGET ANALYST II

Classification: Professional-Technical Level 3

Location: District Office

Reports to: Budget Supervisor

FLSA Status: Exempt (Administrative)

Employee Group: Professional-Technical

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

Part I: Position Summary

The budget analyst II is responsible for performing a broad range and variety of quantitative, statistical, financial, and budget analysis functions to support the development, implementation and monitoring of district programs, budget formulation, and state allocation systems and resources.

Part II: Supervision and Controls over the Work

Serves under the direction and guidance of the budget supervisor who assigns broad areas of responsibility and expectations. Works in collaboration with budget supervisor to establish overall program goals. Is held responsible to independently determine specific work approach, procedures, and priorities of assigned areas of responsibility. Work of the budget analyst II is guided by and must be in compliance with federal, state and local regulatory agencies, policy direction of the school board, and in consultation with the budget supervisor.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

1. Provides leadership, technical expertise, and is the recognized specialist for the student enrollment accountability system consistent with state budget, school apportionment and program requirements.
2. Coordinates with external consultants and senior staff to develop district-wide student enrollment projections for budget and staffing critical to informed decision making.
3. Develops initial school staffing allocations based on projected enrollment. Coordinates with senior fiscal, human resources, and teaching and learning staff to present and share information and resolve potential areas of uncertainty or disagreement.
4. Manages individual school and district-wide student enrollment; establishes procedures and provides direction to school building staff to ensure accuracy of enrollment.

5. Analyzes enrollment trends and alerts budget supervisor and/or director of budget and accounting of issues that could affect financial operations of the district.
6. Coordinates directly with OSPI program director in areas of uncertainty or ambiguity or where guidance is otherwise lacking.
7. Works closely with budget supervisor to develop and balance annual district budget using both detailed Excel spreadsheets and budget module within the BusinessPlus system; responsible for uploading/entry and verification of budget into the state Education Data System (EDS).
8. Works closely with school building administrators on staff allocations and related budgets.
9. Develops and provides training to school support staff; develops district operating procedures, practices and guidelines (including manuals) to guide building staff in enrollment reporting, budget monitoring, and account code use.
10. Monitors and analyzes program, grant, and school budgets, systems, and internal controls to maintain accountability; monitors compliance with the adopted budget.
11. Identifies instances of significant budget deviation or non-compliance; provides suggestions for improvement and reports such information to budget administrator.
12. Establishes and maintains charts of accounts; analyzes and updates budget data.
13. Reviews budget account codes and budget revision requests for completeness and accuracy; processes budget revision requests; processes and reviews journal entries as needed.
14. Designs spreadsheets and statistical materials to enhance the budget monitoring and bookkeeping needs of schools, programs and departments.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Associate's degree in business administration, accounting, mathematics and statistics or related fields and five years of relevant and progressively responsible experience; additional equivalent experience may substitute for the educational requirement on a year-for-year basis.

3. Knowledge of budget, accounting and financial management principles and procedures; statistical, mathematical, and quantitative analysis methods; spreadsheet and database functions and capabilities.
4. Strong understanding of “customer-centered” support and the ability to establish effective working relationships at all levels of the organization.
5. Ability to maintain a high level of discretion and confidentiality regarding district information.
6. Strong oral and written communication skills.
7. Skill at conflict resolution and ability to effectively communicate and interact with customers who may be emotionally upset, demanding, or angry.
8. Ability to work both independently and cooperatively, exercise judgment and creativity, strong interpersonal skills, and skill to organize work, set priorities, and meet deadlines.
9. Knowledge and skill in the effective use and application of office technology, internet technology, and data base systems and to maintain a high level of data accuracy and reliability. Knowledge of higher-level computer technology functions, particularly Excel.

Part V: Desired Qualifications

1. Bachelor’s degree in business, accounting, financial management or related fields.
2. Experience in a public school or public employment setting.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here 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.

While performing the duties of this job, the employee is frequently required to sit, talk, bend, lift, carry, move about, hear and speak.

Employee will be required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.