



BUDGET ANALYST I

Classification: Professional-Technical Level 2

Location: District Office

Reports to: Budget Director

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 I is responsible for performing a broad range and variety of financial and budget analysis functions to support the development, implementation and monitoring of district programs, grants, budget formulation, and state allocation systems.

Part II: Supervision and Controls over the Work

Serves under the direction and guidance of the budget director who assigns areas of responsibility, establishes priorities and expectations, and sets program goals. Is held responsible for results in terms of effectiveness in assigned areas of responsibility with limited supervision. Work of the budget analyst I is guided by and must be in compliance with federal, state and local regulatory agencies, policy direction of the school board, and with direction of the budget director.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

1. Coordinates all areas of fiscal grant management, including processing invoices and claims; reconciling budgets and time and effort; projecting program enrollment, revenues and expenditures; analyzing transactions, and reviewing and processing journal entries.
2. Monitors and analyzes program, grant, and department budgets; monitors compliance with the adopted budget; reviews work of department staff responsible for individual grants.
3. Identifies instances of significant budget deviation or non-compliance; reports such information to budget administrator.
4. Establishes and maintains charts of accounts; analyzes and updates budget data.
5. Reviews budget account codes and budget revision requests for completeness and accuracy; processes budget revision requests; reviews and approves grant journal entries.

6. Designs spreadsheets to meet the budget monitoring and bookkeeping needs of programs and departments.
7. Initiates and provides technical advice and training to district staff on account codes and the budget process; assists others in preparation of budget reports and other critical information necessary to make informed decisions.
8. Provides training to program and department staff on chart of accounts, grants, and other budget-related areas.
9. Uses computers, databases, and related technologies to enhance work and provide customer service.
10. Communicates effectively with customers at all levels of the organization, as well as externally with OSPI and other state and federal grantors; gains an understanding of the inquirer's needs, identifies resolution and provides direct assistance.
11. Provides backup in other areas of budget department; works with school building staff to collect student enrollment; coordinates with budget analyst II to report enrollment to OSPI.

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. Two-year college degree in business administration, accounting, mathematics and statistics or related field and three or more 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 principals and procedures; 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.



BUDGET ANALYST I

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.