

Job Description

Job Title: Budget Analyst
Position Code: 4E03, DE03
Job Classification: Exempt

Supervisor: Director of Budget, ERP and Analytics
Pay Grade: 39
Contract Length: 245 Days

Job Summary

This is a non-supervisory, mid level professional position responsible for providing assistance in the collection, analysis, and interpretation of budget information. Position assists with providing budgetary projections, preparing accurate financial reports, and monitoring and reporting revenues and expenditures for the school division. Position also provides assistance to departments and schools in developing and achieving their budget plan. Position has significant independence in conducting budget studies and analysis.

Essential Duties

1. Assists with the preparation, distribution, and implementation of the annual school division budget manual.
2. Assists the Director with budget development and long range financial planning for the school system.
3. Compiles and reviews annual budget requests from school principals and administrators.
4. Provides research, analyses, and summaries of budget requests and provides recommendations for further review.
5. Coordinates communication with school principals and administrators regarding the status of their budget requests.
6. Updates the salary budget projection system database so that proper funding for salaries and fringe benefits can be included in the annual budget request.
7. Assists with monitoring and analyzing all revenues and expenditures during the year for the purpose of maintaining budgetary controls, projecting variances, and correcting errors with journal vouchers.
8. Serves as a financial resource person to principals and administrators and aids them in developing and achieving their budget plan.
9. Assists in the preparation and analysis of all financial statements and reports, including an Annual Financial Report to the State Department of Education and monthly School Board financial reports.
10. Collects and analyzes financial data to provide budgetary projections.
11. Assists with monitoring the position control system and reporting results of staffing to identify variances and ensure compliance with the budget.
12. Provides training and technical assistance to principals, administrators, and other staff in budget preparation.
13. Maintains automated budgeting systems to include a database of budget requests, various budget spreadsheets, and the position control system.
14. Recommends to the Director revisions to financial policies and procedures in order to provide for better financial management.
15. Provides assistance to auditors as required.
16. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Director of Budget, ERP and Analytics or other appropriate administrators.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor’s degree in business, finance, accounting, or a related field and some related experience in budget and accounting program analysis; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess a comprehensive knowledge of, and the ability to practically apply, accounting and budgeting practices and procedures. Must possess the ability to collect, organize, analyze, and interpret budget information, provide budgetary projections, and prepare accurate financial reports. Must possess experience with automated financial systems. Working knowledge of Microsoft Excel, Word, and Access preferred. Must possess excellent analytical and organizational skills. Must possess the ability to establish and maintain effective working relationships with school administrators and staff.

Working Conditions & Physical Requirements

Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those which 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, who are otherwise qualified, to perform the essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Director of Budget, ERP and Analytics

This job description in no way states or implies that these are the only duties to be performed by this employee. The Budget Analyst will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Budget, ERP and Analytics or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals: _____
Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date