



BREVARD PUBLIC SCHOOLS

JOB DESCRIPTION

Budget Analyst

QUALIFICATIONS

1. High School diploma or equivalent required. Bachelor's degree in Accounting, Finance, Business Administration or related field from an accredited educational institution required; Master's degree in Finance, Business Administration or related field preferred.
2. Minimum of three (3) years budgetary, accounting, and analytical experience required.
3. Experience in the use of personal computer applications to include spreadsheets and word processing programs (Microsoft Office suite).
4. Experience in a supervisory/management position preferred.
5. Valid Florida Driver License.

Job Goal

Perform advanced, specialize, professional analytical work involving the interpretation of financial data and translating these data into meaningful information for communication purposes.

KNOWLEDGE, SKILLS, & ABILITIES

Thorough knowledge of current business practices, procedures, theory and analysis techniques. Knowledge of Florida's FEFP funding system and cost accounting system. Thorough knowledge of financial and budget analysis. Ability to use statistical concepts and methods. Ability to mathematically analyze expenditure patterns, forecast revenues, cost out various types of proposals, and analyze computer printouts for potential problems. Ability to establish and maintain effective working relationships with all levels of management and employees. Ability to work with all team members in a manner conducive to good morale and high performance. Ability to use personal computer, printer, other peripherals, and various types of software to include spreadsheets, word processing and graphics. Familiarity with AS/400.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS

1. Assume responsibility for the management of the office in the absence of the Director.
2. Coordinate the compilation, analysis, implementation, maintenance, and evaluation of the District's budget and federal cost report.
3. Review and analyze printouts and/or on-line accounting information to maintain the budget process.
4. Communicate effectively, both written and orally, with principals, department heads, support personnel, Superintendent, Superintendent's staff, and School Board members regarding budget/expenditure procedures.
5. Prepare charts, graphs, and diagrams to illustrate fiscal status, expenditures, and cash flow.
6. Coordinate budgeting activities among schools, departments, and divisions.
7. Prepare revenue projections from all sources.
8. Make detailed written and oral reports and presentations, including graphics as appropriate.
9. Monitor compliance with TRIM legislation and other legal requirements throughout the budget cycle.
10. Use personal computer to assist in costing out salary proposals during the collective bargaining process.
11. Train new administrators and/or bookkeepers in budgeting procedures and policies.
12. Communicate with members of the community to explain and/or gain input about the District's budget.
13. Monitor revenue/expenditures and prepare budget amendments as required.
14. Request changes from data processing in compiling data and creation of reports.
15. Perform other incidental tasks or services consistent with the job goal of this position.
16. Provide outstanding customer service and use positive interpersonal communications skills.
17. Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.

18. Ensure compliance with Board rules and applicable federal laws and regulations.

PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)

Light Work: Exerts up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently to lift, carry, push, pull or move objects.

The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Terms of Employment

COMPENSATION & POSITION DETAILS

SALARY SCHEDULE:	<u>Non-Bargaining</u>	DATE DEVELOPED:	<u>3/8/02</u>
PAY GRADE:	<u>22</u>	DATES REVISED:	<u>3/19/01; 9/8/02; 2/28/03</u>
PAY CODE:	<u></u>	DATES BOARD APPROVED:	<u>4/10/01; 10/22/02; 3/11/03</u>
PAY TYPE:	<u>C</u>	EEO-5:	<u></u>
PAY DAYS:	<u>12 Month</u>	FUNCTION:	<u>Financial Services</u>
FLSA STATUS:	<u>Exempt</u>	Classification:	<u></u>
ADA CODE:	<u></u>	DOE Survey Code:	<u></u>

Draft Developed By: Director, Budgeting, Cost Accounting & FTE

FOR HR USE ONLY:

Labor Relations Services:	<u>Joy Salamone</u>
Compensation Services:	<u>Rick Morton</u>
Classification Approved By:	<u>Debra Pace</u>