



ANALYST - BUDGET

SUMMARY/SCOPE/GOAL

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

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Bachelor's degree in Accounting, Finance, Business Administration, or related field from an accredited educational institution required.
- Minimum of three (3) years budgetary, accounting, and analytical experience required.
- Experience in the use of person computer applications to include spreadsheets and word processing programs (Microsoft Office Suite).

PREFERRED/DESIRED:

- MA/MS degree in Finance, Business Administration, or related field preferred.
- Experience in a supervisory/management position preferred.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

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.

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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.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

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.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

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FOR HR USE ONLY:

DIVISION:	Financial Services	DEPARTMENT:	Budgeting, Cost Accounting and FTE
TITLE CODE:	C2215	CONTENT BY:	Director, Budgeting, Cost Accounting & FTE
GRADE:	22	COMPENSATION:	Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	2/25/14	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	03/08/01	Developed	Director, Budgeting, Cost Accounting & FTE
1.1	03/19/01	Revised	
1.2	09/08/02	Revised	
1.3	02/28/03	Revised	
2.0	12.01.20	New Format	Human Resources
2.1	11/1/2021	New format, updated physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.