



# ANALYST – STUDENT PROJECTIONS & BUDGETING

## SUMMARY/SCOPE/GOAL

To ensure the accuracy of the student membership and Full Time Equivalent (FTE) projections process, and identify, analyze, and implement methodologies to incorporate ongoing legislative changes to the FTE projections and budgeting process.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Bachelor's degree in Accounting, Finance, Business Administration, or related field required.
- Minimum of three (3) years' budgetary, accounting, and analytical experience required, preferably within a school system.
- Experience in the use of personal computers for the completion of accounting and reporting functions.

#### PREFERRED/DESIRED:

### 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. Coordinate the compilation, analysis, implementation, maintenance and evaluation of the District's student membership and FTE projections process.
2. Troubleshoot problems in accounting expenditures and FTE.
3. Analyze historical student membership and FTE data to identify trends.
4. Coordinate with the Facilities Department to incorporate any changes to student projections due to redistricting.
5. Comply with all deadlines provided by the State for FTE projections and survey data.
6. Review and analyze accounting and budgeting information to create detailed reports and presentations as appropriate.
7. Assist in coordinating budgeting activities among schools, departments, and divisions.
8. Maintain and coordinate the additions/deletions/updates of instructional and other ancillary sites in the MSID (Master School Identification) file with the state.
9. Use personal computers to prepare written communications and special projects such as reports, spreadsheets, and memos.

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### 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 student projections, procedures, and FTE systems. Understanding of state laws, rules and regulations concerning the School Board budgeting process and accounting of FTE. Strong ability to use word processing software and spreadsheets. Ability to communicate effectively both orally and in written form.

### 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:**

<b>DIVISION:</b>	Financial Services	<b>DEPARTMENT:</b>	Financial Services
<b>TITLE CODE:</b>	C2242	<b>CONTENT BY:</b>	Director – Budgeting, Cost Accounting & FTE
<b>GRADE:</b>	20	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	NB (Exempt)	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	7/22/14	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	5/28/14	Developed	Director – Budgeting, Cost Accounting & FTE
2.0	12/01/20	New Format	Human Resources
2.1	11/1/2021	Update 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.*