

JOB DESCRIPTION

JOB TITLE: Budget Analyst, Special Revenue

QUALIFICATIONS:

Extensive knowledge of the principles and procedures of governmental accounting, auditing, and finance with additional expertise in budget preparation and control. In-depth knowledge of generally accepted financial processes and regulations, and controls applying to assigned financial operations. Ability to apply accounting controls, rules and procedures, and perform accounting tests. Ability to research, compile, analyze, and interpret accounting data. Maintain accurate and retrievable files, records, audit trails and trace transactions to original entries. Perform accounting and general math computations quickly and accurately. Set-up complete fund accounts and prepare financial statements. Organize and prioritize work to meet deadlines and timetables. Work cooperatively with individuals and work teams within and outside the department.

The person in this position should have the following credentials:

1. Bachelor's degree from an accredited college or university in accounting or business with accounting emphasis
2. Five years' experience in Governmental accounting
3. Working knowledge of audit documentation requirements
4. Well-developed math skills to perform complex accounting and statistical computations
5. Excellent communication skills and attention to detail
6. Ability to work independently with minimal supervision and/or in a team environment
7. Be able to research and make decisions
8. Strong working knowledge of Microsoft Excel and Word required; Access and/or Crystal desired
9. CPA, CGFO preferred

REPORTS TO:

This person is directly responsible to the Special Revenue Coordinator.

SUPERVISES:

N/A

JOB GOALS:

To assist the Budget Services Department in monitoring special revenue funds for compliance with federal and state guidelines and to provide support services to schools and departments. Provide technical general ledger accounting services assuring accurate and timely budget and financial information that can be used for current and future financial and program decisions.

PERFORMANCE RESPONSIBILITIES:

1. Assists, and may facilitate documents and schedules to support the budget planning and development process. Participates in certain aspects of its preparation, such as data collection and prior-year performance analysis. Prepare, proof, and enter data into accounting system.
2. Maintains up-to-date knowledge of the regulations and reporting requirements and procedures connected with district programs and initiatives. Provides technical assistance to schools on financial matters relating to budgets.
3. Facilitates and prepares line item transfers. Reviews expenditure and other requisitions for compliance with applicable standards, rules and regulations, and approved budgets, analyzing variances.

4. Coordinates and participates with input of Special Revenue budget data. Analyzes budget reports to assure expenditures do not exceed appropriations.
5. Provides technical expertise to staff for budget/financial areas. Provides financial and budget analysis and reports as needed by senior staff.
6. Works closely with Educational Technology Services to develop accounting software reports and troubleshoot issues.
7. Provides support to all locations to confirm and correct data for budget, expenditures, and transfers of funds, payments and commitments.
8. Reviews revenue and expenditure accounts. Reclassifies accounting transactions into proper account classifications on a monthly basis and at year-end. Prepares journal entries as necessary.
9. Reviews and analyzes transactions processed by others for accuracy, proper account coding or classification and allocation.
10. Prepares monthly financial statements and reports.
11. Calculates and prepares special revenue dollar and personnel baselines for locations in accordance with District approved ratios/formulas. Calculates and uploads dollar budgets for schools.
12. Provides assistance to other accounting staff on an as-needed basis to balance fluctuations in workflow.
13. Analyzes procedures to reduce inefficiencies.
14. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

Twelve Months with salary in Group L, Administrative/Supervisory Salary Schedule - range \$50,000 - \$71,000.

EVALUATION:

Performance of this job will be evaluated in accordance with provision of the Board's policy.

Email resume to: Stephanie Thomas sithomas@greenville.k12.sc.us