

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 accounting (governmental preferred)
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/or state requirements. This includes providing 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. Utilize financial software system to set up accounts, create and troubleshoot issues, create and maintain reports, and test software updates. Respond to requests from other departments to resolve account errors noted during their processes.
2. 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. Perform various salary projection scenarios for multiple work groups to aid in budget planning, as assigned by senior staff and administrators. Prepare, proof, and enter data into accounting system.

3. Maintains up-to-date knowledge of the regulations and reporting requirements and procedures connected with Special Revenue programs. Provides technical assistance to schools on financial matters relating to programs.
4. Facilitates and prepares line item transfers. Reviews expenditure and other requisitions for compliance with applicable standards, rules and regulations, and approved budgets, analyzing variances.
5. Coordinates and participates with input of General Fund and/or Special Revenue budget data. Analyzes budget reports to assure expenditures do not exceed appropriations.
6. Provides technical expertise to staff for budget/financial areas. Provides financial and budget analysis and reports as needed by senior staff for the Board of Trustees and administrators.
7. Works closely with Educational Technology Services to develop accounting software reports and trouble-shoot issues.
8. Provides support to all locations to confirm and correct data for budget, expenditures, and transfers of funds, payments and commitments.
9. Reviews revenue and expenditure accounts. Reclassifies accounting transactions into proper account classifications on a monthly basis and at year-end. Prepare and review comparison of annual budget and expenditures by fund, location, program and budget edit. Prepares journal entries as necessary to ensure the expenditures are accurate in proper account and year.
10. Review, analyze, and approve transactions processed by others (including purchase requisitions, p-card transactions, check requests, and employee reimbursements) for accuracy, proper account coding or classification and allocation.
11. Initiate the process to build new positions at all locations and enters allocations in software system for personnel changes throughout the year. Maintain records of all approvals and backup documentation.
12. Verifies and prepares check requests for allocated budget transfers to Student Activity Funds.
13. Prepares and maintains documentation as assigned for personnel baselines for all schools and/or departments from all funding sources. Prepares and reviews copies of all changes in school baselines for distribution to principals and district administration.
14. Conduct research and serve as liaison between other departments in Finance and school personnel for issues identified to include local fund payroll questions as needed.
15. Enters invoices in Accounts Receivable related to claims submitted throughout the year.
16. Ensure financial data is correct in both district ERP and SC Department of Education accounting system.
17. Provides assistance to other accounting staff on an as-needed basis to balance fluctuations in workflow.
18. Analyzes procedures to reduce inefficiencies.
19. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

Twelve Months with salary in Group L, Administrative/Supervisory Salary Schedule.

EVALUATION:

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