

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

10/11	BUDGET AND FISCAL ANALYST	2.2.16
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by working under the guidance of senior management and assisting in the development, implementation and management of the District's budget. The budget will be developed with the collaboration of District senior management and the community with the vision of the District that all students graduate and are prepared for a successful life. Complete financial analysis to monitor the performance of financial results with the District's approved budget.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor. Tasks are performed using public sector budgeting practices including established policies or as prescribed rules and regulations. Work is reviewed periodically to assure compliance to standards and measured results.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Preparing formal budget documents, revenue and expenditure projections, final reports, and other specialized financial reports and analyses required for the District

Collaborating with Human Resources to monitor positions and finalize budgeted staffing

Working with District staff to prepare and formalize programmatic budgets

Providing information and support to District staff to assist them in understanding financial reports and data, and in fulfilling budgetary requirements.

Conducting routine analysis of the funding formula calculations for the District in coordination with the funding units

Serving as liaison between the Budget Office and District staff for preparation of interdepartmental budget transfers and other budget questions

Reviewing and approving budgetary Journal Vouchers

Monitoring, identifying, and communicating over- expenditures to staff

Develop and present budget training as required

Assisting District financial management with various projects including fee analysis and development of auxiliary units

Assisting with district wide cash flow, monthly financial statements and quarterly reports. Prepare other various financial analyses as required by District senior management

Assisting with writing budget policy and internal controls related to budget policy for the District's Quality Assurance Model

Performing related duties consistent with job description and assignment.

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Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public school district budgeting regulations, policies, and procedures including GAAP/GASB/FASB rules

Fund accounting and budgeting in education

Principles and practices of work organization, process design, and refinement

Enterprise resource planning and accounting information systems

Application software to quantify and illustrate complex financial reports, comparisons, impacts, and/or projections

Oregon local government budget law and the legislative budget process

Finance, accounting, budgeting, and cost control procedures

Ability to:

Interpret financial data and prepare financial reports, statements and/or projections

Analyze budgetary expenditures for compliance with approved budget

Organize work effectively and to exercise independent judgment in making appropriate technical and procedural decisions regarding work methods and work products

Evaluate and establish work priorities with little or no supervision

Independently research, organize, and analyze technical information and prepare reports and recommendations as requested

Communicate clearly and concisely both orally and in writing

Establish and maintain effective work relationships

Interpret employee contracts and have expertise with payroll related issues including knowledge of associated payroll costs

Maintain a flexible work schedule that may necessitate overtime during periods of high demand or special projects

Work with business ERP integrated financial system and related peripheral equipment and software including Advanced Excel and MS Word

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Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Five or more years of progressively responsible governmental budgeting experience

Training:

Equivalent to a bachelor's degree in accounting, business administration or a related field.

Work Environment:

Climate controlled office settings and exposure to minimal noise intensity levels.

Moderate level of contact with district personnel. Lower level of contact with outside agencies/community.

Physical Requirements:

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Budget and Fiscal Analyst

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____