

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	BUDGET AND STAFFING ANALYST	2.2.13
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by planning, coordinating and processing the budget and departmental staffing allocations for departments. Ensures the department operates within its appropriations. Performs analysis of complex program and financial data. Prepares appropriate reports and makes recommendations to management.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor. Methods of performing tasks are the responsibility of the employee as long as they are performed within the established policies or as prescribed by rules and regulations. Work is reviewed regularly to assure compliance to standards and measured results. May be expected to exercise technical and functional supervision over support personnel.

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

Analyzing, computing and maintaining budget information for departmental operations.

Preparation of budget packages, reduction options, workload measures, program narratives and other materials necessary for the department budget.

Tracking actual expenditures and preparing periodic reports of department's expenditures and revenues.

Maintaining department's internal accounting system to assist in analyzing and tracking expenditures.

Assisting in the completion of budget for grant applications; monitoring, preparing and submitting reports on the financial status of grant-funded programs.

Preparing estimates and providing recommendations pertaining to budget.

Establish timelines for staffing in coordination with Human Resources and Position Control

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Budget and Staffing Analyst (continued)

Developing and coordinating processing procedures for own work under the Quality Assurance Model.

Coordinating development of reports.

Reviewing fiscal impact of boiler plate agreements for the department.

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, staffing, and policies and procedures

State and federal regulations related to special education and Medicaid Services

Generally accepted accounting principles

Principles and practices of work organization and simplification

Forecasting and cost analysis

Mainframe and integrated PC based accounting applications

Ability to:

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

Review and analyze accounting records and program data

Independently research, organize and analyze budget information and prepare reports and recommendations

Resolve procedural and technical problems and implement developed plans and procedures

Respond rapidly to new and changing technologies, issues, priorities and schedules

Write and explain budget information to a variety of audiences

Establish priorities and coordinate assignments

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Operate a computer with integrated financial system access and related peripheral equipment and software including Excel, MS Word, Filemaker Pro and PowerPoint

Travel to District locations as needed

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:

Three or more years of progressively responsible budgeting and staffing experience.

Training:

Equivalent to a bachelor's degree in accounting, business administration or a related field or three more years of relevant experience.

Work Environment:

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

High level of contact with district personnel. Low 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 Staffing Analyst

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

Signature: _____

Date: _____

Print Name : _____