

Budget Analyst

Job Description



Job Title:	Budget Analyst	FLSA:	Exempt
Reports to:	Director of Budget	Pay Grade:	Admin/Prof 3
Dept./School:	Business and Finance Dept - Budget Office Donaldson Administration Building	Calendar Days:	226
Contract:	Probationary/Term	Revised:	9.24.2025

Primary Purpose

The Budget Analyst plays a pivotal role in managing and analyzing the district's budgets to ensure effective fund utilization, compliance with grant requirements, and accurate financial reporting, requiring strong attention to detail, financial acumen, and collaborative skills.

Qualifications

Education/Certification:

- Bachelor's degree in Accounting, Finance, or Business from an accredited college or university

Special Knowledge/Skills:

- Knowledge of budgeting, accounting systems, and financial applications
- Proficiency in Microsoft Office including advanced skills in Excel, and familiarity with Google Suite (G-Suite)
- Ability to develop spreadsheets, perform advanced data analysis, and interpret complex financial data
- Ability to implement policies, procedures, and apply financial guidelines
- Strong problem-solving skills in financial and budgetary contexts
- High attention to detail and accuracy
- Excellent organizational and time management skills
- Effective communication, public relations, and interpersonal skills

Experience:

- Minimum of three (3) years of experience with high-level budgeting responsibilities
- Knowledge of budget, accounting, financial concepts, and management principles and practices
- General ledger maintenance and accounting experience preferred
- Proficiency with Frontline ERP preferred
- Prior public/governmental experience highly preferred

Major Responsibilities and Duties

Budget Development and Oversight

1. Assist in the development of budget forecasts and projections, including the fiscal impact of proposed compensation plans necessary to maintain competitive pay
2. Collaborate with district staff to create, monitor, and maintain payroll and non-payroll budgets
3. Maintain the online budgeting system to support payroll and non-payroll budget development and maintenance

Budget Analyst Job Description



4. Provide budget guidance and support to program managers, finance teams, administrators, clerks, and department contacts
5. Review and submit journal entries and budget transfers/amendments to ensure adequate budget is allocated to cover costs
6. Assist with support and reconciliations to maintain position control in the Human Resources software
7. Assist in the maintenance of position control records, function pay, and stipend payouts
8. Monitor personnel requisitions by reconciling vacancies with approved allocations, verifying information, adding new positions, analyzing budget impact, and resolving inconsistencies.
9. Ensure compliance with regulations, reporting deadlines, and financial documentation requirements

Financial Analysis and Reporting

10. Prepare and present financial reports to track expenses, monitor budget performance, and support decision-making
11. Prepare monthly, annual, and ad hoc reports comparing budgeted and actual expenditures
12. Create and manage budget-to-actual and financial analysis reports, including compliance with local, state, and federal requirements
13. Analyze budgets for accuracy, guideline adherence, and alignment with organizational goals
14. Review financial details of programs and assigned projects
15. Assist in preparing historical and analytical data to identify budgetary and personnel trends, needs, and cost savings
16. Support the annual budget cycle and preparation of the adopted budget

Professional Growth and Development

17. Pursue ongoing growth in leadership and expertise in budgeting and governmental accounting

Other

18. Coordinate special projects and perform other duties as assigned

Evaluation

The evaluation of the Budget Analyst is a responsibility resting with the Director of Budget. An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

Tools/Equipment Used: Computer and peripherals; standard office equipment

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Frequent repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Budget Analyst Job Description



Environment: Work is performed in an office setting; may require irregular and/or prolonged hours

Mental Demands: Maintain emotional control under stress; work with frequent interruptions

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.