CTE Budget Analyst

Job Description

Job Title: CTE Budget Analyst
Reports to: Director of Career and Technical Education
Salary: Based on State and Local Salary Schedules
Status: 12 months, Classified Full-Time (1 FTE)

Summary: The CTE Budget Analyst provides fiscal and program support to Career and Technical Education programs for Durham Public Schools. This position analyzes, verifies, coordinates, and reconciles state, local, and federally funded (including Perkins V) CTE budgets to ensure the maximized use of resources and compliance with local, state, and federal fiscal requirements; manages purchasing, contracts, and financial recordkeeping for CTE program funds; and compiles and generates data relevant to program development and budget accountability. The CTE Budget Analyst collaborates with teachers, administrators, vendors, and the school system's Purchasing and Budget departments to track encumbrances and invoices, and also provides information management and clerical support for the CTE district office.

Minimum Education, Experience and Requirements:

- Education: Associate's Degree from a regionally accredited college or university in business, accounting, or a related field (Bachelor's Degree preferred).
- Experience: Minimum of 5 years of experience in finance, accounting, bookkeeping, or a related field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Knowledgeable about finance procedures and North Carolina public school finance policy.
- Considerable knowledge of generally accepted accounting practices and principles, and of working with contracts.
- Proficient in data and word processing using Microsoft Word, Excel, and PowerPoint, as well as Google Apps.
- Experienced user of AS400 or an equivalent finance/accounting system preferred.
- Strong skills in budget, purchasing, and procurement procedures.
- Excellent oral and written communication skills; ability to proofread documents and prepare clear, comprehensive reports.
- Critical thinking and problem-solving skills; ability to exercise independent initiative on original and recurring assignments and exercise judgment in the absence of clear directives.
- Ability to work independently on tasks with minimal supervision and to meet deadlines.
- Ability to establish and maintain effective working relationships with school system staff, external agencies, vendors, and the community.

Duties and Responsibilities:

Function	Key Responsibilities
Budget Development & Fiscal Management	• Work in cooperation with the Finance Department and CTE Director in the development of the annual CTE budget, including state, local, and federally funded (Perkins V) CTE budgets • Assist the CTE Director in proper fiscal management through the use of budgets and budget codes

Function	Key Responsibilities
	• Prepare, process, and analyze budget reports monthly for department administrators, as well as reports for internal and external agencies • Understand and apply all federal, state, and local fiscal policies, including DPS Finance Manual standards and Board of Education policies • Assist in the preparation of budget development materials
Budget & Grant Transaction Processing	• Initiate, prepare, and process all budget-related transactions (e.g., transfers, amendments, purchase orders, travel, direct pays, etc.), including obtaining the budget manager's signature, verifying available balances, identifying new account codes, resolving discrepancies, assigning transaction numbers, verifying data, distributing documents, and maintaining a file of all transactions • Enter CTE purchase requests and process purchase orders, checks, and invoices for CTE program purchases • Track encumbrances and invoices to facilitate the reconciliation of accounts and to ensure effective use of resources • Maintain financial records as specified by the policies and procedures of the local school system
Purchasing, Procurement & Contracts	• Assist in all aspects of purchasing and procurement of supplies, materials, and equipment for the CTE program, including through competitive bidding • Assist the CTE Director in the preparation and tracking of contracts and applicable routing documents, including the purchase order requisition and required certifications • Review CTE-related contracts to ensure compliance with local, state, and federal laws and regulations • Work with CTE instructional staff on purchasing procedures to ensure compliance with all laws and policies • Maintain a professional relationship with all product and service vendors that serve CTE programs
Staff Development & Travel Support	• Process staff development requests for CTE staff for field trips, CTSO events, and professional development, including travel arrangements, budgeting, and registration • Distribute, communicate, and follow up with CTE staff regarding finance due dates, missing information, or other issues preventing payment or distribution of funds
Program & Information Support	• Assist the CTE Director with clerical support via digital, phone, and written communication • Manage communication with CTE teachers and staff as requested • Assist with district-wide or special CTE events as needed • Maintain an organized filing system for CTE information and manage a personal day-planning system (e.g., Outlook Calendar)

Function	Key Responsibilities
	• Assist when needed in using a copy machine, fax machine, or other office technology; attend staff development as needed • Assist with scheduling equipment maintenance for CTE teachers as needed • Create and deliver memos, letters, and other correspondence as needed to administrators, teachers, or the general public in a timely manner • Establish and maintain open lines of communication with all administrators and stakeholders of CTE at all times • Record memos, messages, and phone calls for the CTE Director
Other Duties as Assigned	• Perform various tasks, duties, and projects as determined by the Director of Career and Technical Education, Assistant Superintendent of Specialized Services, or the Deputy Superintendent of Academic Services, in accordance with DPS Finance Manual standards, Board of Education policies, and state and federal laws and regulations

Physical Requirements: Must be able to exert a negligible amount of force to move objects; classification consistent with Light Work.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on evaluation of personnel.