BUDGET ANALYST

QUALIFICATIONS

Bachelor of Science degree in accounting, business administration, finance, or statistics is required
Three (3) to five (5) years experience in governmental accounting
General knowledge of computer
Good analytical skills
Knowledge of calculators and ratios

REPORTS TO

Budget Coordinator

SUPERVISES

N/A

JOB GOAL

To assist in the process of allocating school funds in such a way as to insure that the district derives maximum educational benefits from the prudent expenditure of every school dollar and assist in the preparation of analyzing budgets.

ESSENTIAL FUNCTIONS

Assists in the development of budget guidelines, coordinates preparation of the budget, and assists key administrators in review of the budget.
Assists the budget coordinator in analyzing budget requests and program proposals.
Arranges for and supervises preparation, publication, and distribution of budgets as approved by the superintendent and the Board.
Coordinates, with the budget coordinator, the presentation of, justification for, and preparation of additional analyses required to understand the budget proposal for action by the board.
Assists community organizations and citizens in interpreting the financial needs and impact of the school system by providing program and financial data and analyses, through personal appearance, as appropriate.
Assists processes and controls transfers of budgeted funds as requested by program directors.
Performs other related duties as requested or assigned.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.
**SALARY INFORMATION**

- **Classification:** Budget Analyst
- **Scale:** Classified
- **Grade:** F
- **Days Employed:** 248 per school year
- **Range:** $13.00 - $20.20
- **Beginning Salary:** $13.00 per hour

*Exception: JPS employees should refer to the Classified Employee Pay Scale Rules of Administration and Implementation.*

- **Overtime:** Non-exempt

**CODES**

- **MS Personnel/Accreditation Data:** 751044 (Other Business Office Staff)
- **JPSD Job Position Title:** N5315