

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

BUDGET ANALYST

POSITION: Budget Analyst

REPORTS TO: Assistant Superintendent of Fiscal Services and Human Resources

LOCATION: Department of Fiscal Services

NATURE OF WORK:

This is a technical and professional position, dealing with confidential, and complex financial and budgeting tasks. It involves the coordination, formulation, and execution of the operating budget; consolidation of data for the presentation of the budget; maintaining accounting records and analyzing funds; evaluating relationships between major program changes and the financial status of the school system; and ensuring adequate funds for program coverage.

ESSENTIAL FUNCTIONS:

- Coordinate, compile, and develop the school system operating budget, to include revenue estimation;
- Provide technical assistance in the preparation of departmental staff budget requests on the status and availability of funds for various budget activities;
- Review, analyze, and interpret financial data for budget briefs, reports, correspondence, and presentations; make recommendations for future initiatives; assist in the implementation of new ideas and financial strategies;
- Perform complex financial analysis and review of the operating budget and recommend approval of funding alternatives, program modifications, and other appropriate revisions;
- Regularly monitor the status of the appropriation of expenditures to prepare categorical transfers, completing necessary corrective actions;
- Participate in audits providing requested information, review, and make recommendations and procedural changes to ensure compliance;
- Prepare maintenance of effort costs, certification, and annual requests required by MSDE based on proposed and approved budgets;
- Perform work independently, in a highly sensitive and confidential environment, following the policies and procedures established for the public school system; and
- Work under rigorous time constraints is required at peak times to meet deadlines.

DUTIES AND RESPONSIBILITIES:

- Develop forms and instructions for staff's use in submission of budget requests;
- Provide departmental budget development training;
- Meet with and provide technical, fiscal advice and assistance to departmental staff in the compilation of statistical, fiscal, and program information for the formulation and development of their departmental budget requests, including the interpretation of budget policies;
- Consolidate individual department budgets into overall operating budget, update/develop narratives and highlight statements supporting funding requests, and perform in-depth analyses of budget requests;
- Examine the budget estimates or proposals for accuracy, precision and completeness;
- Ensure compliance with fiscal procedures, policies, and organizational objectives;
- Develop and maintain an updated FTE recap of all new requested positions, annualization of positions in current year, grant rollovers, and/or deletions recommended during the budget development process;

- Develop the negotiated versions of salary schedules, and perform salary projections;
- Implement appropriate internal controls to ensure that actual positions filled are in alignment with the approval budget;
- Provide regular budget variance review, anticipating potential differences, and offering proactive resolution;
- Assist in the preparation of responses to financial inquiries by county government, state, and federal entities;
- Annually set-up the comprehensive school system's operating budgets into the accounting system;
- Develop monthly revenue and expenditure financial reports for the Board of Education;
- Respond to budget transfer requests;
- Develop and provide various technical and statistical data requested by the employee bargaining units to school system chief negotiator as requested during the negotiation process;
- May be required to attend Board of Education, County Commissioner, and other staff meetings to assist with providing explanation and answers to questions concerning the budget recommendations as directed;
- Development of detailed school budget allocation calculations semi-annually based on per pupil and approved appropriations; and
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree required with a major or concentration in accounting, business administration, finance, or a related field.
- Ten years of professional experience budgeting, accounting, or related practical field, with three years of experience in governmental accounting, preferably in a school district.
- Knowledge of GAAP and modified accrual basis accounting.
- Comprehensive knowledge of research methodology including the use of statistics, experience interpreting historical trends, forecasting, and apply financial analysis to data collections.
- Progressively responsible experience with duties involving the actual preparation, justification, and analysis or the control and administration of a budget or budgetary program preferred.
- Comprehensive knowledge of personal computers and appropriate software applications (Microsoft Office), and can demonstrate advanced fluency with integrated financial software applications, both databases, and spreadsheets.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 31.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP