

**SCHOOL DISTRICT OF OKALOOSA COUNTY
OKALOOSA COUNTY FLORIDA**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Position Title: Budget Analyst
Reports To: Director – Budgeting & Financial Analysis
Supervises: Assigned Accountant(s) and/or Support Staff

Minimum Eligibility Requirements:

- (1) Bachelor’s Degree in Accounting, or AIS with major coursework in Accounting from an accredited educational institution.
- (2) Certified Public Accountant (CPA) or other Nationally Recognized Governmental Certification preferred.
- (3) Minimum of six (6) years governmental accounting or auditing experience.
- (4) Documented experience in the use of personal computers, including word processing and spreadsheet applications (Microsoft Office preferred).
- (5) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

Language Skills:

- (1) Ability to read, analyze and interpret procedures and regulations such as state laws, federal laws and School Board policies related to Florida Schools and Public Education. Thorough knowledge financial and budget analysis.
- (2) Ability to effectively present information and/or data to groups and to communicate effectively, both orally and in writing.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference.

Reasoning Abilities:

- (1) Possess critical thinking skills to solve practical and complex problems.
- (2) Ability to advise Principals and Department heads on budgeting issues and related matters.

Other Skills:

Ability to establish effective working relationships with staff and schools.

Physical Demands:

This work requires the following physical activities: reaching, sitting, standing, walking, twisting, bending, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment is usually quiet.

Job Goal:

Assist in all phases of compiling, analyzing, implementing, maintaining, and evaluation the District budget consistent with Federal and State requirements and School Board Rules.

(over)

Essential Duties and Responsibilities:

1. Assist in coordinating the compilation, analysis, implementation, maintenance and evaluation of the District's budget, FTE related recalculations, and cost report.
2. Assist in coordinating budgeting activities among schools and departments.
3. Prepare charts, graphs and diagrams to illustrate fiscal status, expenditures, expenditure forecasting and cash flow used in decision making.
4. Monitors actual expenditures against current budget to prevent deficit variances from occurring.
5. Assists in providing budget in-service education to school and department personnel.
6. Assist in reviewing budget transfers and amendments for accuracy and compliance with budgetary procedure.
7. Assists in preparing and updating budget guidelines for the District annually.
8. Responsible for interpreting, applying and explaining complex federal, state, and local laws related to the public school finance and budgeting.
9. Plans, organizes, and coordinates training workshops and/or makes presentations to groups and/or individuals regarding district budget procedures, systems and/or methods related to new processes and procedures including basic internal controls.
10. Assists in defining problems, collecting data, establishing facts, and drawing valid conclusions.
11. Assists in evaluating, designing and implementing new systems, methods, reports, and practices.
12. Assists with minimal supervision, in special and recurring budgeting activities including (but not limited to) various budgeting transactions, summaries, schedules, statistical and analytical reports.
13. Completes budgetary surveys and questionnaires as appropriate.
14. Perform other duties as assigned by the Director of Budgeting and Financial Analysis.

Length of Employment:

Twelve months.

Salary:

Based on the adopted salary schedule for Professional/Technical Personnel.

Evaluation:

Annual evaluation by the Director of Budgeting & Financial Analysis and/or Chief Financial Officer.

Review and Agreement:

Name of Employee

Social Security Number

Supervisor

Date

cc: Incumbent
Supervisor