

**Budget Analyst
New Hanover County Schools**

Job Description

Class: Classified
Dept: Finance

TITLE: Budget Analyst

QUALIFICATIONS:

1. Bachelor's degree in Accounting or Business preferred.
2. Extensive knowledge required in the following areas:
Generally Accepted Accounting Principles, spreadsheet programs and accounting software.
3. Two years of experience in budget analysis, auditing, governmental accounting, or a related field required.

REPORTS TO: Chief Financial Officer

JOB GOAL: The Budget Analyst is responsible for monitoring and providing support for assigned program budgets, and serving as a liaison between the Finance Department and Program Staff.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school finance issues.
2. Prepare reconciliation of assigned programs in accordance with schedule provided by CFO.
3. Serve as primary Finance Liaison to assigned program directors providing analytical information to assist them in the budget management process. Train and provide support to program staff regarding financial and compliance requirements.
4. Provide customer support related to budget and general ledger issues.
5. Prepare and/or approve reports as required for assigned programs and grants.
6. Prepare budget transfers and amendments for assigned programs and assist in annual budget process, including the federal grant application budget process.
7. Prepare financial balance sheet account reconciliations as assigned.
8. Reconcile State budget and expenditures with DPI records monthly.
9. Perform additional duties and special projects as assigned by the Chief Financial Officer.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: Grade 75

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Knowledge and understanding of rules and regulations as they apply to school finance.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Ability to coordinate, plan, and meet deadlines, accomplish specific tasks, or meet specific standards.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.