

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

BUDGET ANALYST/ACCOUNTANT

POSITION: Budget Analyst/Accountant

REPORTS TO: Assistant Superintendent of Fiscal Services and Human Resources

LOCATION: Department of Fiscal Services

NATURE OF WORK:

This is a professional position, dealing with confidential, and complex financial tasks to include accounting, auditing and budgeting. 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. . This position requires the ability to communicate well, both verbally and in writing, with community members, site administrators, and state and local agencies. The individual in this position will assist with training school-based staff in regard to fiduciary oversight of both operating budgets and student activity funds.

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 State, County, and Board of Education 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 established policies and procedures for public schools;
- Provide fiduciary oversight of student activity funds through annual internal review of school-based accounting records and controls;
- Excellent time management skills and ability to take initiatives and make decisions within assigned area of responsibility;
- Proficient in the use of technology for individual management, communication, and research;
- Ability to establish and maintain effective working relationships with school officials, representatives of county government, the general public, federal and state agencies;
- Assists with updating SMCPS Policies and Regulations in the area of fiscal services;
- Complies with financial requirements by studying existing and new legislation enforcing adherence to requirements, and advising management of needed actions;
- Provides training to internal staff in accrual basis accounting, internal fiscal controls, and financial report preparation and interpretation; and
- Work under rigorous time constraints is required at peak times to meet deadlines.

DUTIES AND RESPONSIBILITIES:

- Develop forms and instructions for use by staff 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 an 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 revenue and expenditure budget variance review, anticipating potential differences, and offering proactive resolution;
- Assist in the preparation of responses to financial inquiries by county, state, and federal entities;
- Compile a variety of financial reports as required by the Maryland State Department of Education (MSDE), to include the financial component of the Master Plan,
- 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, providing needed analysis;
- Develop and provide various technical and statistical data requested by the employee bargaining units or the Assistant Superintendent of Fiscal Services and Human Resources as requested during the negotiation process;
- Attend Board of Education, County Commissioner, and other meetings to assist with providing explanation and answers to questions concerning the budget recommendations as needed;
- Develop detailed school budget allocation calculations semi-annually based on per pupil and approved appropriations;
- review income statement and balance sheet transactions for accuracy;
- Monitor and analyze expenditures to include payroll, made by others to ensure compliance with requirements and deadlines;
- Conduct account reconciliations, being cognizant of budgetary implications;
- Work closely and cooperatively with independent auditors, program auditors, Federal auditors, and MSDE auditors;
- Maintain financial security by following internal controls, to include the management of budgetary control accounts;
- Maintain records required by policy, regulation, law or good practice;
- Answer budgeting, accounting, and auditing procedure questions by researching and interpreting policy and regulations;
- Substantiate financial transactions by maintaining appropriate auditing documentation;
- Serve as a back-up to the Accounting and Payroll Offices; and
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree required with a major or concentration in accounting, business administration, finance, or a related field, Master of Business Administration or Certified Public Accountant preferred.

- Five years of professional experience budgeting, accounting, auditing, payroll or related practical field, required.
- 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.
- Strong analytical skills; ability to develop and apply complex mathematical calculations.
- Ability to analyze, interpret general business periodicals, professional journals, procedures and governmental regulations.
- 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 Google Workspace) 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 35.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP