Budget Analyst-MOF

Purpose Statement

The job of Budget Analyst-MOF is done for the purpose/s of providing support to department activities with specific responsibility for assisting in the formulation, analysis and execution of the annual budget; identifying budget variances and recommending appropriate actions to comply with fiscal requirements and budget guidelines; analyzing costs of programs and services; and providing analytical information as required by administrative and program personnel and/or regulatory agencies.

This job is distinguished from similar jobs by the following characteristics: This job is focused on the Maintenance/Operations and Facilities.

This job reports to Assigned Administrator

Essential Functions

- Analyzes financial information related to department services (e.g. budget reports, expenditures, variances, projections, utility spending, and all work orders, etc.) for the purpose of identifying budget variances, compiling statistical information, identifying long-term budgetary goals, and/or conforming to established guidelines.
- Compiles a variety of statistical and budget data (e.g. budget codes, vendor lists, status of vendor contracts, etc.) for the purpose of ensuring that department leads have current and accurate information and verifying status of non-employee contractors.
- Develops special and regular financial reports for the purpose of summarizing budget and financial data for management and school official use in their decision-making processes.
- Maintains manual and electronic files, documents and records (e.g. account structure, current and historical budget data, financial records, etc.) for the purpose of providing up-to-date reference and audit trail.
- Monitors budgets, including working with program administrators in developing and maintaining that program budget for the purpose of providing budgetary information to administration, board members and a variety of public organization in compliance with established regulatory guidelines.
- Oversees the preparation of budget transfers, amendments, account lists, files, etc. for the purpose of ensuring accuracy of data for decision making and/or complying with regulatory requirements.
- Prepares a wide variety of written materials and electronic financial and budget information (e.g. budget variance and activity reports, financial statements, state mandated reports, budget extensions, competitive bids, procedures, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes a wide variety of budget-related documents (e.g. journal entries, account transfers, encumbrances, work orders, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Responds to a wide variety of inquiries regarding MO/ operations (e.g. purchase orders and codes; contracts for non employee workers; rental agreements; vendor agreements, etc.) for the purpose of providing information, direction and/or referral for addressing inquiry.
- Supports staff with technical budgeting issues for the purpose of preparing the information and data required for developing budgets, controlling expenditures and/or preparing budget revisions.

Other Functions

- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing accounting procedures; performing standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; financial analyses and/or budget analyses; and management evaluation and analysis.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 15% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Background Clearance Tuberculosis Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt	2/14/2023	42