Adams 12 Five Star Schools

Job Description
Revised/Updated: April 2025

Job Title:	**Accounting and Budget Analyst**	Job Code:	**250415**
Job Family:	**Non-Certified**	FLSA Status:	**Exempt - P**
Pay Program:	**Administrative**	Pay Range:	**L09**
Typical Work Year:	**12 months**		

SUMMARY: This position is responsible for monitoring, analyzing, reconciling, and reporting financial data while also assisting in the development and oversight of the district's budget. The role ensures financial accuracy, compliance with accounting regulations, and provides stakeholders with insights to support decision-making.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Analyze, reconcile, and maintain general ledger accounts and budget allocations to ensure accuracy and policy compliance.	D	15%
2. Assist in preparing financial statements and reports in accordance with Generally Accepted Accounting Principles (GAAP)	Q/A	15%
3. Support the district's annual budget preparation, conducting variance analyses and expenditure projections.	D	15%
4. Conduct financial forecasting and analysis to support strategic planning.	Q/A	10%
5. Assist in audits and compliance reporting.	M/A	10%
6. Monitor special revenue funds including grants, food service, student activities, and other restricted funds to ensure expenditures comply with federal, state, and local grant and use requirements.	D	10%
7. Track district revenue sources, prepare cash flow projections, and support investment strategies.	W	7%
8. Provide financial training to schools, departments, and leadership on accounting and budgeting policies.	M	5%
9. Maintain financial data systems, test system updates, and enhance reporting tools.	Q	5%
10. Maintain records of district capital assets and conduct inventory counts.	Q	3%
11. Manage internal financial controls.	Ongoing	2%
12. Performs other job-related duties as assigned.	Ongoing	3%
	TOTAL =	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:
- Bachelor's degree in Accounting, Finance, Business Administration, or a related field required.
- Minimum of three (3) years of experience in accounting, budgeting, or financial analysis. Public sector experience preferred.
- School District experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Criminal background check required for hire.
- CPA, CMA, CPFO, SFO, or PMP certification preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Proficiency in financial management software and ERP systems (e.g., Oracle, or similar platforms)
- Strong understanding of GAAP, GASB, Uniform Grant Guidance, and public sector financial regulations
- Ability to analyze complex financial data and generate meaningful reports
- Advanced Excel skills, including pivot tables and financial modeling
- Knowledge of grant management, procurement policies, and compliance reporting
- Strong communication and problem-solving skills.
- Ability to promote and follow Board of Education policies, District Policies and building and department procedures.

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:
- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Windows, Excel, and PowerPoint.
- Operating knowledge of district financial system and student information system preferred, required within 3 months of entering position.
- Operating knowledge of and experience with typical office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Manager, Accounting and Budget	250417

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:
- Responsibility for analyzing and monitoring budgets, maintaining and reconciling accounts.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		

Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	**Required**
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	**Exposure Level**
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	