Adams12 Five Star Schools

Job Description
Prepared/Revised Date: April 2025

Job Title:	**Accounting & Budget Analyst, Senior**	Job Code:	**250416**
Job Family:	**Non-Certified**	FLSA Status:	**Ex-P**
Pay Program:	**Administrative**	Pay Range:	**L 11**
Typical Work Year:	**12 months**		

SUMMARY: The Senior Accounting and Budget Analyst oversees advanced financial operations, including budgeting, forecasting, reconciliation, and financial reporting. This role ensures compliance, enhances financial decision-making, and mentors staff while supporting process improvements and strategic financial planning.

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. Frequency and percentage of time may vary based on assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Perform in-depth financial analysis and reconciliations, identifying discrepancies and trends.	D	15%
2. Lead the preparation, review, and monitoring of the district's annual budget.	D	15%
3. Assist in preparing analyses, reports, and presentations for the Board of Education, committees, and leadership including quarterly and annual financial statements and monitoring reports.	M/Q/A	10%
4. Serve as a primary liaison for external audits and ensure compliance with all financial regulations.	D/A	10%
5. Manage special revenue compliance, reporting, and tracking of restricted funds including grants, food service, and student activities.	M/A	10%
6. Support the financial aspects of bond and mill levy elections by compiling data, preparing detailed financial projections, and assisting with voter information materials.	A	5%
7. Provide strategic financial insights and resource allocation recommendations.	M/Q/A	5%
8. Develop and deliver training for staff on accounting and budgeting processes.	Q	5%
9. Oversee and support financial system updates.	Q	5%
10. Contribute to long-term financial forecasting and capital planning.	M/Q/A	5%
11. Conduct special projects focused on process improvements and operational efficiency.	Ongoing	5%
12. Ensure timely debt management and oversight of bond issuances.	Q	5%
13. Evaluate and enhance internal controls to minimize financial risks.	A/Ongoing	2%
14. Perform other duties as assigned.	Ongoing	3%
Total		100%

EDUCATION AND RELATED WORK EXPERIENCE:
- Bachelor's degree in Accounting, Finance, Business Administration, or related field required. Master's Degree preferred.
- Minimum of five (5) years of experience in accounting, budgeting, or financial analysis. Public setting preferred.
- School district experience preferred.

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

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Expertise in financial reporting, forecasting, and variance analysis
- Strong knowledge of GAAP, GASB, Uniform Grant Guidance and public finance best practices
- Experience with financial ERP systems and data visualization tools
- Advanced skills in Microsoft Excel and other financial modeling tools

- Ability to assess and improve internal financial controls and compliance measures
- Strong leadership and mentoring capabilities.
- Ability to promote and follow Board of Education policies, District policies, 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.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with Microsoft Excel, Word and various Google applications.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within (2) months after entering position.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, Finance	5032

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

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Preparation and processing of expenditure transfers.

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		
11 to 25 pounds	X			
26 to 50 pounds	X			
51 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	X

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