

Killeen Independent School District Job Description

Job Title: Budget Analyst
Reports To: Coordinator Budgetary Services
FLSA Status: Exempt

SUMMARY

Administers federal special revenue funds, assists and coordinates formulation, and monitors and presents budgets for controlling funds to implement program objectives of organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Stays informed on rules and regulations governing the guidelines and reporting requirements for federal and state special revenue funds.

Prepares required reports on a timely basis, documents procedures, maintains complete files, monitors the accuracy of expenditures and cash receipts, and, in general, ensures compliance with required procedures.

Assists in the preparation and analysis of the annual budget as required.

Interacts with personnel at all levels both within and outside of the organization on budget and resource allocation issues.

Maintains the grant related general ledger validation file for approved accounting codes in accordance with TEA's Financial Accountability System Resource Guide and Financial Accounting Manual.

Provides district administrators with information for decision making.

Assists in preparation of annual surveys and periodic requests for information by Texas educational groups and school districts.

Reviews records of revenue and actual operating expenses such as payrolls and material costs for grant funds.

Compiles tables of revenues and expenses for grants to show current budget status.

Computes ratios and percentages to make interdepartmental comparisons, indicate trends, and show other selected factors.

Tabulates statistical data for presentation in charts, graphs, and miscellaneous budget reports.

Assists in the preparation of periodic budget amendments as required.

Assists with development and review of internal controls.

Assists in the preparation of the Consolidated Annual Financial Report.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Accounting or Finance along with; three or more years of federal/Texas Education Agency grant management related experience preferred; five years' experience working in a Texas Public School District Business Services Department along with TASBO certification (Accounting/Finance Specialization required for CTSBS or CTSBO) may substitute for Bachelor's degree.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, e-mails, memos or governmental laws and regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, the Coordinator for Budgetary Services, and the public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to search the Texas Education Agency's website and make determinations based on this research of allowable/non-allowable purchases with grant funds.

OTHER SKILLS and ABILITIES

Must be able to operate a Windows-based computer and working knowledge of Microsoft Office, Excel, Word and PowerPoint required. Must be proficient in basic business applications such as Microsoft Office (Outlook, Excel, Word) and in use of the internet.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Revised Date: June 24, 2021

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.