



David Douglas School District #40

Classified - Job Description

BUDGET AND STAFFING ANALYST – CLASSIFIED EXEMPT

Schedule: 8 hours per day / 12 months per year

Salary: Classified – Exempt 1

POSITION PURPOSE

To improve student achievement by planning, coordinating, and processing the budget and departmental staffing allocations. Ensures the department operates within its appropriations. Performs analysis of complex program and financial data. Prepares appropriate reports and makes recommendations to management.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor. Methods of performing tasks are generally left to the judgment of employee, with supervisor giving occasional instructions and advice. Employee has considerable latitude in interpreting and applying policies, rules and regulations. Work is measured mainly through the observance of results obtained.

NATURE AND SCOPE OF RESPONSIBILITIES

- May include, but are not limited to, the following:

- Performs financial, budget, management, policy assignments as assigned by supervisor.
- Analyzes, computes, and maintains budget information for assigned departmental operations, summarizes findings and assists in developing and implementing program's or function's goals and objectives.
- Prepares budget packages, reduction options, workload measures, program narratives, budget transfers, and other materials necessary for the assigned department budget.
- Tracks actual expenditures, codes expenditures for program managers, and prepares periodic analysis and projections.
- Prepares estimates and provides recommendations pertaining to assigned budget areas.
- Prepares financial reports and grant claims for assigned departmental areas.
- Completes research and statistical analysis for assigned area and prepares supplementary reports for department such as, but not limited to, maintenance of effort reports, high cost disability reporting, cost studies, and attestations.
- Coordinates departmental staffing between human resources, business, and the department.
- Effectively communicates budget and financial information and guidelines to program directors in assigned area; provides one-on-one training as needed.
- Monitors and ensures grant funds are used in compliance with all applicable federal and state statutory and regulatory provisions.
- Maintains regular and consistent attendance and punctuality.
- Performs related duties consistent with job description and assignment.

Minimum Qualifications

- Bachelor's degree in Business Administration, Accounting or related area required.
- Four years of progressively responsible budgeting and staffing experience required. Preference for experience in K-12 education.

Minimum Qualifications Cont....

- Knowledge of and ability to apply budgeting and generally accepted accounting principles.
- Excellent computer skills including using enterprise resource planning software and Microsoft Office software required.
- Experience in forecasting and cost analysis required; experience with data collection, interpretation, and synthesis preferred.
- Ability to analyze financial, budgetary, operational and organizational problems, evaluate alternatives and reach sound, logical, fact-based conclusions; prepare complex analysis and reports; and develop, implement, and maintain plans and procedural systems and controls.
- Ability to apply, interpret, and explain relevant laws, regulations, procedures and policies. Experience with Federal and state grant requirements and governmental accounting preferred.
- Ability to work independently, prioritizing tasks to meet deadlines while maintaining high degree of accuracy and attention to detail.
- Ability to follow oral and written directions; to maintain the confidentiality of sensitive and confidential information related to personnel, district financial, collective bargaining.
- Ability to work harmoniously with others and to communicate effectively (both verbally and in writing) with district personnel.

Work Environment

Climate controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure noise levels from moderate to loud and occasional to frequent time periods.

Physical Requirements

Frequent reaching, handling, fingering, talking and hearing. Ability to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices. Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.