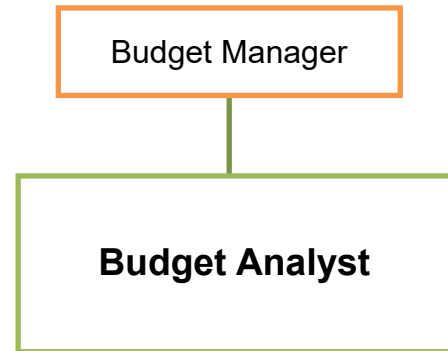


## BUDGET ANALYST

<b>Job Title:</b>	Budget Analyst
<b>Initial:</b>	October 13, 2016
<b>Revised:</b>	February 4, 2022 (administrative revision)
<b>Work Year:</b>	Full Year
<b>Office:</b>	Finance
<b>Department:</b>	Business Office
<b>Reports To:</b>	Budget Manager
<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Professional Technical Range 2

Related Organization Chart



**SUMMARY:** Establish and maintain sound accounting processes for various subsets of the district's fiscal environment. Monitor budgets and cash flow to assure funds are being received and expended appropriately. Establish budgets with program administrators. Coordinate cost factors, receipts and budget administration. Ensure compliance with state and federal laws and regulations and Board policies. Audit and review monthly reconciliations regarding activity accounts. Maintain knowledge of legal and regulatory changes.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Provides excellent customer service.
- Establish and maintain fiscal record keeping systems in designated areas of responsibility.
- Assists in the overall success of the finance department.
- Monitor budgets and cash flow to assure funds are being received and expended appropriately, including performing Account Reconciliations.
- Act as fiscal representative for the district.
- Establish budgets with program administrators. Coordinate cost factors, receipts and budget administration.
- Ensure compliance with state/federal fiscal laws, regulations and Board policies. Maintain knowledge of legal and regulatory changes.
- Acts as a resource for various accounting and budgeting issues, including training, demonstrating and answering questions in a timely manner.
- Responsible for accounts that can include, but are not limited to, student activity funds, BASE49, pre-school, internal services and internal vendor groups, school managed budgets, and capital tracking.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily.  
Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.*

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- Perform other duties as assigned.

**Supervision & Technical Responsibilities:** This position currently has no direct supervisory responsibilities.

**Budget Responsibility:** Monitors district budgets for compliance.

## **QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

### **Education & Training:**

- Bachelor's degree or equivalent preferred or advanced training in accounting.

### **Experience:**

- Accounting and/or grant accounting experience preferred.

### **Knowledge Skills & Abilities:**

- Writing, communication, basic math, interpersonal, decision-making, analytical and accounting skills.
- Ability to work well with a group as well as on their own.
- Knowledge of accounting procedures, externally funded programs and accounting requirements.
- Demonstrated ability to use spreadsheets (MS Excel) and database (MS Access) software.
- Operating knowledge of other computer software such as Word, Outlook, Adobe Acrobat and accounting systems preferred.

### **Certificates, Licenses, & Registrations:**

- Criminal background check required for hire.
- Valid Colorado driver's license.

## **OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to stand; walk; sit; handle, or feel. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds occasionally lift and/or move up to 25 pounds.

**Work Environment:** The noise level in the work environment is usually moderate.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, coordinate, instruct, evaluate, use interpersonal skills, compile. Frequently required to synthesize, compare, and analyze data.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*