

# Stafford County Public Schools

## Job Description



<b><u>Job Title:</u></b>	Senior Analyst, Budget
<b><u>Department:</u></b>	Financial Services
<b><u>Pay Grade:</u></b>	Unified Salary Scale Grade U230
<b><u>Work Calendar:</u></b>	All 12 Month Staff
<b><u>FLSA Status:</u></b>	Exempt

### **GENERAL PURPOSE**

Reporting to the Supervisor for Budget, the Senior Analyst, Budget will assist with the development, preparation, and oversight of the budget for Stafford County Public Schools (SCPS). The Senior Analyst will conduct complex analysis to enable SCPS to prepare a long-term budget plan, particularly for personnel allocations and expenses, contribute to the preparation of the annual budget book and budget manual, and prepare various financial records for audit and reporting purposes. The successful candidate will bring a strong knowledge of financial management principles to enable SCPS to efficiently allocate resources to achieve its strategic plan and vision for student growth.

### **MAIN JOB TASKS AND RESPONSIBILITIES**

#### **Develop and maintain allocation forecasts**

- Collaborate with the Department of Human Resources to monitor position control, including creation and maintenance of all positions and their associated budgets to prevent over-hiring and budget deficiencies
- Collect, review, and analyze appropriate data, ensuring accuracy of information in the enterprise resource planning (ERP) system of SCPS
- Identify creative options to ensure accurate monitoring and compliance while enabling solutions-based actions to meet the needs of schools and departments
- Reviews budget transfer requests for authority, accuracy, and reasonableness

#### **Contribute to efforts to ensure compliance and educate stakeholders on budget**

- Prepare financial reports as requested for executive leadership and the School Board, ensuring accuracy of presented information
- Assist in the design and presentation of the annual budget
- Review financial statements for unusual or erroneous budget balances and potential areas of concern
- Conduct training for school and department administrators on budget procedures, data entry, and usage of ERP system
- Maintain Budget Manual to train SCPS personnel on internal budget procedures

Support and demonstrate core values of SCPS

- Engage in ongoing professional development relevant to position.
- Respond promptly and thoroughly to written and oral requests for information.
- Maintain a clean, neat appearance, appropriate to position.
- Maintain a record of appropriate attendance and punctuality.
- Serve as an optimal role model for students, colleagues, and the general public.
- Work in close harmony with colleagues, supervisors, and co-workers.
- Comply with all District and School policies and regulations, including but not limited to guidelines for confidentiality.
- Perform other related duties as required/assigned.

**EDUCATION AND EXPERIENCE**

- Bachelor's degree in public administration, business, accounting, or a related field required; substantial related professional experience in excess of requirements may be considered in lieu of this requirement if a candidate has completed some postsecondary coursework in related fields
- Certification in public budgeting or finance preferred
- Three (3) or more years of experience in public sector budgeting required; progressive responsibilities and exercise of independent judgment in establishing procedures and controls strongly preferred

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge
  - Theory, principles, practices, and techniques of public sector budgeting and accounting
  - Professional standards for an accounting and budget environment
- Skills
  - Financial data analysis, including but not limited to
  - Use of computers and computer applications (including Microsoft Office, Google Suite, and ERP systems) to accomplish budget related tasks
- Abilities
  - Use expertise and judgment to plan and accomplish goals
  - Learn the context driving expenditures to enable informed budget management and recommendations
  - Lead the work of others through management and/or influence
  - Work cooperatively in a team environment to meet goals
  - Organize and perform work independently
  - Work on multiple projects while meeting all deadlines
  - Show sustained effort and enthusiasm in quality and quantity of work

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- Work environment is inside in an office, with quiet noise, temperatures that are controlled, and little or no exposure to chemicals or other negative air quality elements
- The work is light work requiring exertion of up to 20 pounds of force to move or lift objects
- The following physical and mental abilities are representative of those expected to complete the essential functions of the job:
  - Sitting for prolonged periods
  - Repetitive motions with the hands, wrists, or fingers
  - Ability to feel, grasp, or hold objects by hand
  - Discernment of colors visually
  - Discernment of letters or numbers
  - Discernment of objects under low light or distant conditions
  - Understanding and communicating in spoken language
  - Understanding and communicating in written language
  - Perception of sounds
  - Making decisions using logic and rational thinking

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations shall be made, as required by law, to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties, just as though they were actually written out in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date