



CHIEF BUDGET ANALYST

Job Description
Effective: 1/20/2010

Position Summary

Perform highly responsible professional and supervisory work analyzing budget submissions and budgeting procedures to assure their compliance with standard accepted practices and in recommending and installing techniques and new procedures that will improve the operation of the school district's budget practices.

Reporting Relationship

Report to the Chief Business Officer.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Provide leadership and supervision for budget and Minnesota Automated Reporting Student System (MARSS) staff.

Direct duties central to budget preparations, such as initializing tracking procedures and setting up monitoring measures.

Address and make presentations to officials, groups, and organizations relating to the status of various school district budgets.

Analyze and offer recommendations on budget requests in relationship to priorities identified in school district budget plans.

Determine effects of changes in amount from the various resources on school district operations, and determine trends and prepare forecasts on anticipated operating costs.

Conduct analyses of budget programs and organizational studies in school district departments.

Review and recommend administrative and fund transfer orders affecting the organization and operation of school district departments.

Conduct cost benefit analyses of departmental budget programs.

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Responsibilities (continued)

Recommend and report on budget or procedural matters.

Design systems and forms related to budget analysis work.

Conduct classes and meetings with departmental personnel on matters involving budget preparation and analysis.

Develop and maintain programs to reduce expenditures.

Provide guidance to lower level analysts on the use of advanced budgetary and statistical techniques.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Considerable knowledge of modern principles and practices of large scale governmental accounting and public financial administration.

Considerable knowledge of methods of research and analysis and program analysis.

Considerable knowledge of site based budget methods.

Substantial knowledge of applying the capabilities of spreadsheet and word processing software to the budgeting process, assisting others with related personal computer applications and in designing or administering computer systems.

Considerable ability to plan for, prioritize, manage and execute work assignments, utilizing self discipline and motivation, for completing the work within expected performance parameters and timelines, making almost all work plan choices and often making policy decisions, independent of the unit head.

Considerable ability to initiate and maintain departmental relationships with other school district departments.

Considerable ability to assume the direction of preparation of necessary reports from raw data.

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Knowledge, Skills and Abilities (continued)

Considerable ability to communicate effectively, both verbally and in writing.

Considerable ability to analyze complex federal and state regulations and to assess the impact on school district budget processes.

Considerable ability to exercise sound judgment, courtesy, and discretion in all contacts.

Considerable ability to act as a consultant to a department head on all matters relating to budgetary analysis.

Ability to relate established district-wide priorities with a recommended budget.

Ability to plan, direct and coordinate work of associate staff members.

Ability to lead and provide advice and direction to others.

Minimum Qualifications

Bachelor's degree in business or public administration, economics, or a related field and three years' experience as a Senior Budget Analyst or equivalent. (No substitution for education.)