



SENIOR BUDGET & MANAGEMENT ANALYST

SUMMARY/SCOPE/GOAL

Performs advanced professional and administrative work as a fiscal and management consultant to departments and a staff advisor to the Budget Director. Responsible for coordinating and developing recommendations for resource allocation activities and issues throughout the year

Work performed also includes budget monitoring, forecasting, and operational analysis. Work requires close attention to detail and a high level of analytical ability to provide input in the formulation of the District's budget.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

1. Bachelor's Degree from an accredited college or university with major course work in accounting, finance, statistics, economics, business or public administration, or other appropriate field.
2. Possess at least three (3) years of responsible professional experience in budgeting, accounting, auditing, or in performing related fiscal or management analysis work. Governmental experience in the above-noted areas is preferred.

PREFERRED/DESIRED:

- AS 400
- Expert level proficiency in Microsoft Excel and Office Suite.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver's License

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Conducts in-depth administrative and operational studies; develop and perform statistical and research studies
2. Advises departments regarding budget issues, draft policies, and procedures
3. Assists in the maintenance of proper budgetary controls; prepare special financial and budget reports; and participate in a wide variety of related complex special assignments and projects.
4. Participates in the evaluation of work measurement/productivity studies, management control, plans of service, fiscal accountability, methods analysis, and other elements of management and administration.
5. Assists in compiling statistical and financial data to examine budgets, and to justify funds requested.
6. Conducts complex revenue and expenditure forecasts; coordinates and conducts sensitive and complex budgetary policy, financial, statistical, and programmatic research; analyzes spreadsheets and financial data for the purpose of making a financial recommendation leading to the efficient use of funds and to facilitate short- and long-range planning.
7. Performs financial and operational analysis of a department's organizational structure, management systems, and manpower staffing needs to assist in the development of departmental-wide strategies and plans in support of the District's strategic objectives.

SENIOR BUDGET & MANAGEMENT ANALYST

8. Examines all budget estimates for completeness and conformance with procedures, regulations and prevailing policies, quality control, impact on and/or duplication with other departments, and inclusion of District's priorities; analyzes the need for budget amendments and carry forward requests and prepares the appropriate School Board agenda items.
9. Performs related duties as required.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Thorough knowledge of current business practices, procedures, theory, and analysis techniques. Knowledge of Florida's FEFP funding system and cost accounting system. Thorough knowledge of financial and budget analysis. Ability to use statistical concepts and methods. Ability to mathematically analyze expenditure patterns, forecast revenues, cost out various types of proposals, and analyze computer printouts for potential problems. Ability to analyze facts, exercise judgement, and draw valid conclusions. Ability to establish and maintain effective working relationships with all levels of management and employees. Ability to use personal computer, printer, or other peripherals, and various types of software to include spreadsheets, word processing and graphics.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

SENIOR BUDGET & MANAGEMENT ANALYST

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites occasionally. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Financial Services	DEPARTMENT:	Budgeting, Cost Accounting and FTE
TITLE CODE:	tbd	CONTENT BY:	Chief Financial Officer
GRADE:	24	COMPENSATION:	Ellie Kelly – Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, ED.D.
LAST BOARD APVD:	Submitted 3/7/2023	CLASSIFICATION:	Karyle Green, Ed.D.
SCHEDULE:	8 hrs. – 12 mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0		Developed	Chief Financial Officer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.