

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

BUDGET ANALYST

QUALIFICATIONS

- Bachelor's Degree in Business/Public Administration, Business Management, Accounting, or other field reflecting successful completion of upper level statistics and/or actuarial and/or other mathematics courses.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of spreadsheet and other computer applications as related to specific job functions.
- Written and oral communication skills.

SUPERVISION

REPORTS TO Director of Budgeting
SUPERVISES No Supervisory Duties

POSITION GOAL

To assist the Director of Budgeting in managing and coordinating the development of the District's budget.

PERFORMANCE RESPONSIBILITIES

1. *Assist with coordinating and gathering information for the District's budget.
2. *Assist with the development and dissemination of various publications and reports.
3. *Assist with the preparation and submission of applicable local and state budget documents as required by law.
4. *Research budget balances issues, including budget check errors and account discrepancies, and communicating the research results to the appropriate cost centers for corrective action.
5. *Gather data for account analysis from past years for special reports and surveys.
6. *Complete financial surveys and questionnaires as appropriate.
7. *Assist with the process of approving budget transfers, analyzing budgeted requests, making recommendations, and calculating allocations to schools.
8. *Assist with responding to public inquiries regarding the budget.
9. *Prepare the Public Depositor Annual Report to the Treasurer required by State Treasurer and Insurance Commissioner.
10. *Serve as Coordinator for the District for the Commission of Ethics-Financial Disclosure Information required by the Supervisor of Elections.
11. *Maintain current accounting of funds consistent with the accounting system prescribed by the State Board of Education and as directed by the Director of Budgeting.
12. Perform other duties as assigned by the Director of Budgeting.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

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PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-13-H \$43,344 - \$74,052

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position	TBD
Personnel Category	14
EEO-5 Line	44
Function	7500
Job Code	2107
Survey Code	75030

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

May 15, 2018

ADA Information Provided by Bill Kelly
Position Description Prepared by Bill Kelly