

Job Title:	Budget Analyst	Wage/Hour Status:	Exempt
Reports to:	Director	Pay Grade:	103
Dept. /School:	Budget & External Financial Management Office	Date Revised:	October 28, 2024

Primary Purpose

Provide budgetary analysis and accounting support to the District at both the campus and divisional levels.

Qualifications**Education/Certification**

Bachelor's Degree in Accounting or related field

Special Knowledge/Skills

- Technical knowledge of school finance, budgeting, accounting systems and economics
- Knowledge of Texas Education Agency's Financial Accounting Resource Guide (FARG)
- Knowledge of governmental accounting and auditing principles established by the Governmental Accounting System Board (GASB)
- Ability to analyze and interpret financial data
- Knowledge of computerized accounting systems and management information systems
- Ability to analyze and evaluate accounting problems, develop data and recommend improvements
- Strong and effective communication, public relations and interpersonal skills
- Ability to use personal computer and software to develop complex accounting reports, spreadsheets, and databases
- Ability to interpret policy, procedures and data

Experience

Three (3) years financial, accounting or budgetary experience

Major Responsibilities and Duties**Fiscal Management**

1. Work closely with District department and campus staff to ensure accuracy of budget development and account coding as per TEA (Texas Education Agency) requirements.
2. Work closely with District staff to ensure compliance with local, state and federal requirements.
3. Work closely with Special Programs, External Funding and Special Populations staff to ensure compliance with local, state and federal requirements.
4. Assist, support, and train appropriate personnel on preparation of annual budgets in accordance with District and TEA budgeting requirements.
5. Coordinate and distribute reports for account code/funding review as needed.
6. Attend annual Campus and Department Needs Assessments to ensure accuracy in annual budget preparation.
7. Assist in preparation of historical and analytical data to determine budgetary and personnel trends/needs.
8. Assist in preparation of personnel budgeting for programs funded with special revenue.
9. Assist in preparation of budgets for presentation to the Board of Trustees.
10. Prepare journal entries and budget transfers for approval, as needed. Reviews the general ledger on a monthly basis and notifies campus principals and department supervisors of any negative balances or outstanding items.
11. Assist in the coordination/preparation and review of divisional financial performance reports.
12. Implement and manage accounting procedures, systems and controls in all District schools and recommend improvements in design, implementation and maintenance.
13. Assist in the development and delivery of continuous financial training program for all District personnel.

- 14. Ensure that accounting systems comply with applicable laws and regulations including TEA Financial Accountability System Resource Guide.
- 15. Provide leadership to achieve District-wide cost-effective practices.
- 16. Ensure that business operations support District goals and objectives.
- 17. Stay abreast of updates on rules and regulations in school finance as mandated by Texas Education Agency.
- 18. Utilize TEAMS (Total Education Administration Solutions) in analysis of campus/department unit accounts and transactions.
- 19. Assist campus/unit personnel with identification of accounts to ensure compliance with TEA.
- 20. Perform other duties as assigned by supervisor.

Records and Reports

- 21. Record, store, and analyze information using accounting software.

Policy, Reports and Law

- 22. Implement policies established by federal and state law, State Board of Education rule and local board policy in the area of campus business operations.
- 23. Compile, maintain, and file all physical and computerized reports, records and other documents required.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Occasional district and statewide travel; occasional prolonged and irregular hours.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.