

Job Title:	Senior Budget Analyst	Wage/Hour Status:	Exempt
Reports to:	Director	Pay Grade:	104
Dept. /School:	BEFM Budget	Date Revised:	November 1, 2024

Primary Purpose

Assist with the development and administration of the district's annual budget. Provide budgetary analysis and accounting support to the district at both the campus and divisional levels. Ability to handle diverse and occasionally complex in nature tasks requiring individual analysis and judgement.

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 Accountability System Resource Guide (FASRG)
- Knowledge of governmental accounting and auditing principles established by the Governmental Accounting System Board (GASB)
- Knowledge of computerized accounting systems and management information systems
- Ability to analyze and interpret complex financial data
- Ability to analyze and evaluate accounting problems, develop data and recommend improvements
- Ability to use personal computer and software to develop complex accounting reports, spreadsheets, and databases
- Ability to interpret policy, procedures and data
- Ability to interpret guidelines and regulations governing Special Programs
- Ability to take initiative and work with minimal supervision
- Ability to demonstrate a high level of personal integrity, a collaborative leadership style, high ethical standards and maintain confidentiality
- Ability to meet aggressive deadlines
- Strong and effective communication, public relations and interpersonal skills
- Advanced proficiency in Microsoft Excel

Experience

Four (4) years financial, accounting or budgetary experience

Major Responsibilities and Duties**Position Control**

1. Work closely with HR department to complete Compensation Surveys.
2. Review and approve job title and funding change requests.
3. Review and analyze Requests Action for Personnel (RAP) form and prepare supporting documentation for presentation to Grants and Personnel Committee (GAPC).
4. Provide salary cost analysis.
5. Assist with the preparation of the annual compensation plan.
6. Conduct analysis of district's positions to identify trends and cost savings.
7. Respond to campus and department questions regarding position control.
8. Assist management team with the development of a three-year personnel forecast trend.
9. Maintain staffing guidelines and submit for approval as needed.
10. Work closely with HR and ASAP departments to ensure proper staffing allocations and alignment with position control to include proper funding source.
11. Assist with the monitoring of staffing guidelines to ensure that allocations are accurate and within budgetary limits.
12. Coordinate and distribute personnel related reports for account code/funding review as needed.
13. Closely monitor and update the position inventory in the district's administration software . Research, analyze and resolve discrepancies and anomalies related to positions.
14. Attend annual campus and department needs assessments to ensure accuracy in annual budget preparation.
15. Assist in preparation of historical and analytical data to determine budgetary and personnel

- trends/needs and identify cost savings.
- 16. Prepare journal entries and budget transfers for approval, as needed.
- 17. Implement and manage budgetary procedures, systems and controls in the district schools and recommend improvements in design, implementation, and maintenance.
- 18. Assist in the development and delivery of continuous financial training program for District personnel.
- 19. Stay abreast of updates on rules and regulations in school finance as mandated by the Texas Education Agency (TEA). Conduct an annual review of positions to ensure proper account coding in accordance with the TEA FASRG.
- 20. Maintain and reconcile the District's position inventory throughout the fiscal year in accordance to District staffing guidelines and TEA requirements.
- 21. Review and submit budget transfers/amendments to ensure adequate budget is allocated to cover personnel costs.
- 22. Perform other duties as assigned by supervisor.

Records and Reports

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

Policy, Reports and Law

- 24. Implement policies established by federal and state law, State Board of Education rule and local board policy in campus business operations.
- 25. Compile, maintain, and file 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.