

# JOB DESCRIPTION

**Job Title** Senior Budget Analyst  
**Reports to** Director  
**Dept/School** BEFM Budget

**Job Title Code** 180091  
**Wage/Hour Status** Exempt  
**Pay Grade** 104  
**Date Revised** April 29, 2025

## Primary Purpose

Lead and oversee components of the district's annual budget development and administration. Provide high-level budgetary analysis and strategic recommendations across campuses and divisions. Supervise and mentor assigned staff or analysts and lead cross-functional projects requiring independent judgment and initiative

## 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, databases, and advanced proficiency in Excel
- 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 demanding deadlines
- Strong and effective communication, public relations and interpersonal skills

## Experience

- Four (4) years' financial, accounting or budgetary experience

## Major Responsibilities and Duties

### Position Control

1. Provide leadership and guidance to budget analysts.
2. Review work of assigned personnel to ensure accuracy, consistency, and compliance with district policies and procedures.
3. Train and mentor team members in budget systems, reporting, and financial analysis techniques.
4. Assist in assigning projects and balancing workloads across the team.
5. Serve as the primary contact for complex position control inquiries to ensure alignment with district goals and staffing allocations.
6. Assist in the coordination and preparation of the annual budget book and presentations for Board of Trustees.
7. Analyze trends in local, state, and federal revenue sources to support revenue forecasting and scenario planning.
8. Identify and implement process improvements to streamline budget development, tracking, and reporting systems.

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9. Work closely with HR department to complete Compensation Surveys.
10. Review and approve job title and funding change requests.
11. Review and analyze Requests Action for Personnel (RAP) form and prepare supporting documentation for presentation to Grants and Personnel Committee (GAPC).
12. Provide salary cost analysis.
13. Assist with the preparation of the annual compensation plan.
14. Evaluate the financial impact of proposed programs, District positions, policy changes, or district-wide initiatives and present findings to executive leadership.
15. Assist management team with the development of a three-year personnel forecast trend.
16. Work closely with HR and SPAA departments to ensure proper staffing allocations and alignment with position control to include proper funding source.
17. Assist with the monitoring of staffing guidelines to ensure that allocations are accurate and within budgetary limits.
18. Coordinate and distribute personnel related reports for account code/funding review as needed.
19. Closely monitor and update the position inventory in the district's administration software. Research, analyze and resolve discrepancies and anomalies related to positions.
20. Develop and deliver training to campus and department administrators on budgeting best practices and financial accountability.
21. Assist in preparation of historical and analytical data to determine budgetary and personnel trends/needs and identify cost savings.
22. Prepare journal entries and budget transfers for approval, as needed.
23. Implement and manage budgetary procedures, systems and controls in the district schools and recommend improvements in design, implementation, and maintenance.
24. Assist in the development and delivery of continuous financial training program for District personnel.
25. 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.
26. Maintain and reconcile the District's position inventory throughout the fiscal year in accordance to District staffing guidelines and TEA requirements.
27. Review and submit budget transfers/amendments to ensure adequate budget is allocated to cover personnel costs.
28. Perform other duties as assigned by supervisor.

## **Records and Reports**

29. Record, store, and analyze information using accounting software.

## **Policy, Reports and Law**

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

## **Supervisory Responsibilities**

Assigned Personnel-Budget Analysts

## **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

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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 with 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.