

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

BUDGET ANALYST

Required Qualifications:

- B.A. Degree in Accounting
- Minimum of two (2) years of governmental accounting and/or budgeting experience
- Two (2) additional years of experience relative to job responsibilities may substitute for the above degree requirement
- Knowledge of law, rules and regulations pertaining to school financial systems
- Knowledge of administrative computer applications as related to departmental job functions

Desired Qualifications:

- Knowledge of law, rules and regulations pertaining to school financial systems
- Knowledge of administrative computer applications as related to departmental job functions

Performance Responsibilities:

- Support the ~~Director of Budget~~Chief Financial Officer in managing all operations and functions consistent with District priorities and goals
- Assist with the development of the annual budget
- Analyze budget documents to identify discrepancies to ensure compliance with related policies and procedures and advise of budget changes and reclassifications if needed
- Prepare required reports on various projects, grants, and categorical programs throughout the fiscal year
- Post budget transfers as requested by schools and departments
- Create new projects and account strips in Skyward as needed; maintain/edit account strips and project codes
- Independently compose and prepare monthly budget to actual reports for ~~Director of Budget~~Chief Financial Officer to review and for distribution to the departments
- Prepare quarterly budget amendment reports for Board approval
- Review and reconcile payroll liability accounts monthly and annually
- Prepare journal entries for budget adjustment and amendments
- Prepare annual calculations for salary increases
- Prepare end of year compensated absence report
- Act in a lead capacity and review work of and provide training to staff
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others

- All work responsibilities are subject to having performance goals and/or targets established
- Maintain focus and attention
- Other duties as assigned by the ~~Director of Budget~~Chief Financial Officer
- Keep ~~Director of Budget~~Chief Financial Officer informed of potential problems or unusual events
- Sustain focus and attention
- Perform other duties as directed by ~~Director of Budget~~Chief Financial Officer

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports to the ~~Director of Budget~~Chief Financial Officer &/or designee

Evaluation:

Evaluated by the ~~Director of Budget~~Chief Financial Officer &/or designee

Terms of Employment:

12- month employment

Salary:

Salary based upon approved salary schedule – PTS Level D

Job Code:

75030

Board Approved: 10/25/22

Revised: