



## **BUDGET ANALYST**

*A complete application and all application materials, including reference surveys, must be received by July 23, 2013*

### **DESCRIPTION**

The Budget Analyst works under the direction of the Budget Manager, in Business and Operations, to assist in the development, analysis, production and monitoring of the Howard County Public School System's Operating Budget.

### **ESSENTIAL JOB FUNCTIONS**

- Maintain control over budget development data flow from departmental requests through final approval.
- Oversee budgetary position control functions, in cooperation with the Human Resources and Payroll departments.
- Train departmental users in budget preparation.
- Coordinate projection of salaries for budget in conjunction with Human Resources, Payroll, and negotiations team members.
- Manage budget-related data systems, including the input of budget data into the financial system and the reporting of budget data.
- Perform cost-to-complete analysis to help determine expenditure patterns and project available funds at year-end.
- Assist in maintaining internal controls.
- Assist in the preparation of external budget reports.
- Assist and support monthly site budget meetings to ensure an ongoing budget review and planning process and to provide a proactive approach to problem resolution and information sharing with customers.
- Other duties as assigned.

## QUALIFICATIONS

**Applicants must meet all of the qualifications, listed below, to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification.**

- At least three years of accounting, bookkeeping, or other financial management experience.
- Bachelor's degree in Finance, Accounting or Business.
- Understanding of governmental accounting, including fund accounting.
- Experience using modern integrated financial management/human resources systems.
- Experience in distributed, computerized budget preparation.
- Strong written and oral communication skills.
- Strong financial and management analytical skills.
- K12 experience is preferred.

**Each applicant should possess the following:**

- Strong skills in Microsoft Office Suite applications, particularly Excel and Access.
- Strong problem solving, technical, financial, analytical, and conflict resolution skills.
- Effective project management, communication, and teamwork skills.
- High degree of accuracy and attention to detail.
- Excellent customer service skills and a proven ability to develop and sustain productive customer relationships.
- Sensitivity to respond appropriately to the needs of customers.

## SALARY

This is a 12-month position, Grade 25 on the Central Office Technical Salary Scale. The current salary range for this position is \$69,451-107,311. Salary placement will be in conjunction with the salary procedures of the Howard County Public School System.

## APPLICATION

A complete online application and all application materials, including **three** reference surveys, must be submitted by July 23, 2013.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- Current salary

## **ADDITIONAL INFORMATION**

There will be a pre-screening of applicant credentials before inviting candidates in for an interview. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and needs of the school system.

**Only applicants who submit all of the application materials by the closing date of the vacancy will be considered for this position.**

*Equal opportunity employer*