



T U L S A

PUBLIC SCHOOLS

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Job Description

Job Title: Lead Budget Analyst

Reports to: Executive Director of Federal Programs and Special Projects
Department: Federal Programs and Special Projects
Number of Days: 12 Months
Compensation: BL-5
Overtime Status: Exempt
Date Job Revised: May 10, 2011

Position Summary: Provide oversight, training, and technical assistance regarding the development and maintenance of all financial records for the department as directed. Serve as budget analyst for assigned projects.

Qualifications/Job Requirements:

Education:

- High school diploma or equivalent required.
- Bachelor's Degree in Accounting or Business Administration preferred.

Specialized Knowledge, Licenses, etc:

- Extensive knowledge of fiscal requirements of grants management.
- Extensive knowledge of the Oklahoma Cost Accounting System (OCAS).
- Working knowledge of standard purchasing and procurement procedures.

Experience:

- Minimum of 10 years federal programs accounting experience.

Specific Training/Skills:

- Proficient in Excel, MS Word, and general computer skills.

Physical Requirements (If Applicable):

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Other:

- Exceptional communication skills and customer focus.
- Ability to provide professional development/training and technical assistance to departmental staff.

Scope of Authority (If Applicable):

- Budgetary

Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

- Provide oversight, training, and technical assistance regarding the development and maintenance of all financial records for the department as directed.

Customer Contacts:

- Internal: Grant personnel, district and school administrators, faculty and staff.
- External: Grant personnel, district and school administrators, faculty and staff

Duties and Responsibilities:

- Provide oversight and assistance in the development and maintenance of all financial records for the department as directed.

- Provide professional development/training regarding the development and maintenance of all financial records for the department as directed.
- Provide technical assistance regarding the development and maintenance of all financial records for the department as directed.
- Serve as FPSP primary contact for district accounting system.
- Assist in budget development and revision for all FPSP projects.
- Serve as budget analyst for limited projects.
- Responsible for maintaining budgets and expenditures for limited projects.
- Serve as first reviewer for expenditure requests to ensure funding availability, compliance with project requirements, and proper OCAS coding for limited projects.
- Balances expenditure claims with financial books monthly for limited projects.
- Develop and revise revenue forecast for limited projects.
- Review board agendas to ensure funding availability and appropriate account charge for limited projects.
- Provide budget analysis for FPSP reporting for limited projects.
- Complete requisitions, purchase orders, board agenda items, contracts, travel reimbursements as necessary for limited projects.
- Other duties as assigned.