



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

---

<b><i>Position Title:</i></b>	Budget Analyst
<b><i>Payroll/Personnel Type:</i></b>	12 Months
<b><i>Reports to:</i></b>	Executive Director Budget

**Position Summary:**

Under the direction of the Budget Director, the Budget Analyst will examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Examine requests for budget revisions, recommend approval or denial, and draft correspondence. Analyze monthly department budgeting and accounting reports for the purpose of maintaining expenditure controls. Provide technical assistance to administrators in the preparation of their budgets.

**Essential Functions:**

- Analyzes accounting records to determine financial resources required to implement program and submits recommendations for budget allocations.
- Reviews operating, federal and/or grant budgets periodically to analyze trends affecting budget needs.
- Analyzes costs in relation to services performed during previous fiscal years to prepare comparative analyses of operating programs.
- Recommends approval or disapproval of requests for funds.
- Advises administrators/staff on cost analysis and fiscal allocations.
- Correlates appropriations for specific programs with appropriations for divisional programs/activities and includes items for emergency or contingency funds.
- Directs preparation of regular and special budget reports to interpret budget directives and to establish policies for carrying out directives.
- Consults with department heads to ensure adjustments are made in accordance with program changes to facilitate long-term planning.
- Directs compilation of data based on statistical studies and analyses of past and current years to prepare budgets.
- Provides supporting documentation regarding proposed budgets to fund-granting authorities to clarify reports and gain support for estimated budget needs.

**Experience:**

- Preferred: SAP experience.
- Required: Three years experience in finance, budgeting, capital planning or related field.

**Education:**

- Bachelor's degree in finance, accounting, or related field.

**Knowledge, Skills, and Abilities:**

- Familiarity with fund accounting practices and standards.
- Ability to utilize computer software proficiently (spreadsheets expertly).
- Demonstrated proficiency performing data analysis to support business decisions.
- Ability to make financial presentations and effectively communicate complex messages in a logical and concise manner.



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

---

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
_____ Human Resources		_____ Date	

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***