



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

Position Title:	Operations Budget Analyst
Payroll/Personnel Type:	12 Month
Reports to:	Executive Director of Operations

Position Summary:

Under the direction of the Executive Director of Operations, the Budget Analyst will examine and monitor GOB, Construction Bond related budgets for completeness, accuracy, and conformance with Federal, IRS & SEC procedures and regulations. Examine requests for budget revisions, recommend approval or denial, and draft correspondence. Analyze monthly Operations 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 Bond-related 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
- Directs preparation of regular and special budget reports to interpret budget directives and to establish policies for carrying out directives
- Consults with Budget office of accounting department 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 supports documentation regarding proposed budgets to fund-granting authorities to clarify reports and gain support for estimated budget needs

Preferred Experience:

- SAP experience
- Familiarity with Federally-Subsidized Bonds
- Maintains & monitors Bond spend down schedules
- Processes contractor payment requests, including detailed analysis of AIA documents and retainage calculations (American Institute of Architects) contracts
- Three years of experience in finance, budgeting, capital planning or related field

Education:

- Bachelor's Degree in Finance, Accounting, or related field (required)

Knowledge, Skills and Abilities:

- Familiar with fund accounting practices and standards
- Ability to utilize computer software proficiently (spreadsheets expertly)



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- 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

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert 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.