Job Description

**Job Title:** Senior Budget Analyst  
**Supervisor:** Director of Budget & Finance

**Position Code:** 4E10, DE10  
**Pay Grade:** 41S

**Job Classification:** Exempt  
**Contract Length:** 245 Days

**Job Summary**
This is a professional position responsible for performing highly complex managerial budget preparation and analysis work. Work involves performing statistical and comparative analyses of spending with other school divisions/state average, performing cost-benefit analysis of new proposals or existing programs, evaluating best practices for budget development/budget document, analyzing and reviewing budget requests, preparing and monitoring program performance measures, preparing budget instructions and training others. May plan, assign, and/or supervise the work of others. The work is performed under minimal supervision with considerable latitude for the use of initiative and independent judgment under the general direction of the Director of Budget and Finance.

**Essential Duties**

1. Perform statistical and comparative analyses of spending (with other school divisions/state average).
2. Perform cost/benefit analysis of new proposals or existing programs.
3. Plans, organizes, coordinates, schedules and evaluates budgetary activities.
4. Researches, compiles, maintains, and updates budgetary and forecast data to provide management with expenditure data, trend analyses and recommendations.
5. Informs management of budget variances, explains causes, and measures impact on department mission and resources.
6. Consults with departments and coordinates the preparation of operating budgets based on actual cost performance, previous budget figures, estimated revenue and other factors.
7. Consults with departments regarding budget analysis, financial reports, irregular and unusual transactions and problem resolutions.
8. Assists departments in the development and monitoring of performance measures to provide cost effectiveness data for program evaluation.
9. Reviews and develops budget formulas for appropriation distribution of funding to schools/departments.
11. Prepares or assists in the preparation of the annual operating budget development instructions.
12. Train department employees in the budget process and software.
13. Prepare presentations on budget topics.
14. May supervise the work of others.

**Other Duties**

1. Performs any other related duties as assigned by the Supervisor II, Human Resources or other appropriate administrators.

**Job Specifications**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**
Must possess a Bachelor’s degree from an accredited four-year college or university in finance, accounting, business or public administration; six (6) years of experience in budget preparation and/or accounting program analysis in a public or governmental setting; experience in performance measurement reporting work; experience with automated financial systems and Microsoft Office Professional 97 or later software. Comprehensive knowledge of and demonstrated ability to apply budgeting and accounting principles, practices, methods and procedures. Thorough knowledge of data extraction procedures, spreadsheets and financial systems. Skill in researching, compiling, analyzing, and evaluating
extensive amounts of data on which to base forecasts and projections. Ability to provide timely and accurate financial reports.

**Working Conditions & Physical Requirements**
Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Work Environment**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned Staff
**Supervision Received:** Director of Budget and Finance

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Senior Budget Analyst will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Budget and Finance or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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**I acknowledge that I have received and read this job description.**

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