

JOB DESCRIPTION

CONSTRUCTION BUDGET ANALYST

Class Code: 8166

TITLE: Construction Budget Analyst
Grade 18

REPORTS TO: Director Financial Services

SUPERVISES: N/A

JOB FUNCTION: Provide assistance to the Director of Physical Support Services, Staff Architect, Project Coordinator, and Associate Directors in monitoring Funds with MUNIS, planning, coordinating the daily operations and accurately fulfilling the Physical Support Services accounting functions regarding budget, PO issuance, and accounts payable in a timely and professional manner in compliance with State rules and regulations. Perform complex and advanced clerical accounting duties related to the preparation of such matters as financial statements District book-keeping activities in support of the Department of Physical Support Services.

DUTIES AND RESPONSIBILITIES:

- Responsible for all budget transfer requests, verifying funds, monitoring approvals needed by the Board and KDE, for Munis processing.
- Assist in reviewing, analyzing, and evaluating the budget process for capital construction projects as well as local and state bond sales.
- Utilize computer software programs to produce multiple technical reports.
- Assist Budget Managers with budgeting questions and concerns.
- Assist in coordinating the on-going budget process that includes transferring and monitoring Physical Support Services, Capital Outlay, and Building Fund budgets.
- Assist with coordination and execution of the duties of the Local Planning Committee.
- Perform complex and advanced-level clerical accounting duties in support of the Department of Physical Support Services programs and services; process or prepare more complex or technical financial accounting documents, including payments, reports and special projects.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Prepare and monitor correspondence with KDE Division of Facilities Management.
- Respond to questions or complaints from vendors or District administrators regarding issues related to payments, balances, charges, inventories and other information; answer phones.
- Prepare and maintain a variety of files, records, documents and lists relating to assigned area; prepare special reports as assigned.
- Communicate with State and County Office personnel.
- Perform other duties as assigned.
- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Generally accepted budgeting, accounting and auditing principles, computerized account reports, standards, and procedures.
- Accounting and fiscal systems, policies, procedures, and practices.
- District accounting and fiscal operations.
- Advanced clerical accounting principles and techniques involved in financial record-keeping, monitoring and control.
- Preparation, maintenance, verification and processing of records.
- Estimating, projecting and extending financial and statistical data.
- Preparation of financial statements and comprehensive accounting reports.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws, rules and regulations.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Operation of computer terminal and other office equipment.
- Experience with MUNIS, and ability to utilize various software efficiently

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KNOWLEDGE AND ABILITIES (CONT.):

ABILITY TO:

- Perform complex and advanced level accounting duties in the maintenance of assigned accounts.
- Perform responsible record-keeping duties with a high degree of skill and accuracy.
- Verify, balance and adjust accounts.
- Process and record accounting transactions accurately.
- Analyze and resolve problems and draw accurate conclusions
- Analyze situations accurately and adopt an effective course of action.
- Learn, interpret, apply and explain rules, regulations, policies and procedures related to assigned school district function.
- Operate office machines including computer equipment, personal computer, accounting software and peripherals.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently and confidentially with discretion.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Type at an acceptable rate of speed.
- Maintain records and prepare reports.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds

EDUCATION AND EXPERIENCE:

- College level course work in accounting, finance, or business administration preferred and three years of increasingly responsible professional accounting experience.

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LICENSES AND OTHER REQUIREMENTS:

Original Date: 08/2005

Revision Date: 07/2011

Revision Date: 07/2012

Revision Date: _____