



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

Position Title:	Operations Budget Analyst
Payroll/Personnel Type:	12 Month
Reports to:	Deputy Superintendent of Operations
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

Under the direction of the Deputy Superintendent of Operations, the Budget Analyst will examine and monitor GOB, ESSER, 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 maintaining expenditure controls. Examine requests for budget revisions and will be responsible for ensuring that all Facilities, Food & Nutrition Services and Transportation invoices are: (1) in compliance with District and federal regulations; (2) paid ahead of schedule or on time; and (3) completed accurately and thoroughly. Will work collaboratively to analyze and organize all efforts for the Operations Department board resolution process.

Essential Functions:

- Analyzes accounting records to determine financial resources required to implement program and submits recommendations for budget allocations
- Review and validate all invoice payments and manage vs. budget and contracts
- Reviews operating, federal and/or Bond-related budgets periodically to analyze trends affecting budget needs.
- The ability to work with Facilities team for budget needs for staff and tradesmen i.e. overtime, extra-service for special projects, supplies/purchase order requests, etc.
- Prepare and provide board resolutions and contracts for the Operations Department in conjunction with the Board Office ensuring resolutions are entered in a timely manner
- Track all department expenses vs. budget including hourly labor costs, contracts, operational expenses, supplies, etc. and report on issues to Deputy Superintendent of Operations and Finance
- Works with budget team on transfers and adjustments throughout the year
- Works with Fiscal Control on proper reporting of Fixed Assets including Construction in Progress, depreciation, etc.
- Work with the procurement team in coordinating vendor contracts, renewal contracts and ensuring all contracted funds are applied to vendor
- Analyzes costs in relation to services performed during previous fiscal years to prepare comparative analyses of operating programs
- 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.
- Consults with Operations department leaders to ensure adjustments are made in accordance with any changes or modifications to contracts and budgets
- Performs related all other duties as assigned



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Knowledge, Skills and Abilities:

- Familiar with fund accounting practices and standards
- Ability to manage in a diverse environment with focus on customer service
- Ability to respond effectively to changing demands
- Ability to proficiently utilize computer software, i.e., Microsoft Office Suite (Microsoft Outlook, Microsoft Word, Power Point, Excel (expertly) and MS Teams
- 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
- Apply principles of logical thinking to define problem, collect data establish facts and draw valid conclusions
- Excellent communication and organizational skills and ability to develop and manage projects to successful completion in a large organization

Experience:

- Three years of experience in finance, budgeting, capital planning or related field
- Experience in public sector organization, preferably a school district
- Familiarity with SAP/BusinessPlus or related software application
- 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

Education:

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

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



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duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

ImmediateSupervisor

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.