

Budget Analyst

*This position opens on **September 14, 2021** and closes **September 26, 2021**.*

The Budget Office of the Administration Division is responsible for preparing and monitoring the HCPSS budget, providing the Superintendent and Board of Education with the information needed for making decisions, and developing effective relationships and coordinating with Divisions on all aspects of the budget process and budget management.

To learn more about HCPSS, please visit our website at <https://www.hcpss.org/>.

DESCRIPTION

Under the direction of the Budget Manager, the Budget Analyst performs and conducts increasingly complex fiscal analyses on operating budgets and analyzes implications of budget decisions at the programmatic level and fund management level to support the effective management, development, and adoption of the HCPSS budget. This position requires an ability to act independently and utilize sound judgment to support HCPSS's strategic priorities, budgetary policies, and administrative initiatives.

The ideal candidate has knowledge of the principles and practices of public administration, including governmental budgeting, fiscal analysis, position control, program evaluation, and project management. They possess professional experience performing budgetary or financial analysis for a school system, federal, state, county, or other local government agency. This person has exceptional critical thinking skills, a high-skill level in Excel and Office 365 applications, and the ability to make presentations and lead group discussions. An outstanding candidate has budgeting experience in a school system, is well organized, dependable, flexible, self-directed, and has the ability to work with financial data systems to conduct complex and sensitive analyses, often requiring a high level of detail and modeling.

ESSENTIAL POSITION RESPONSIBILITIES

- Prepares annual budgets for assigned budget units including reviewing division budget requests for accuracy and justification, analyzing changes and trends in revenues and expenditures, and making recommendations for funding levels to the Budget Manager.
- Maintains control over budget development data flow from departmental requests through final approval.
- Assists in the preparation of Budget Books including budget data compilation, performance measures, supporting schedules, and budget narratives.
- Prepares and assists in the preparation of budget memorandums and reports necessary for legal budget adoption and formal budget management during the fiscal year.
- Provides analytic support and testimony for Board of Education budget work sessions including preparing reports, responding to questions, and coordinating responses to budget questions, as necessary.
- Ensures compliance with applicable budget regulations.
- Works with the Budget Manager, coordinate projection of salaries for budget in conjunction with the Office of Human Resources and the Payroll department.

Dr. Michael J. Martirano, Superintendent

- Prepares revenue and expenditure projections, as necessary.
- Manages budget-related data systems, including the input of budget data into the budget and financial systems and the reporting of budget data.
- Trains departmental users in budget preparation including the usage of budget systems
- Assists in the management and monitoring of the budget including, preparing budget amendments, reviewing procurement for funding sufficiency, analyzing budget to actual trends, performing cost-to-complete analysis to help determine expenditure patterns and project available funds at year-end.
- Assists in the preparation of required reports and studies such as Monthly Operating Budget Financial Report.
- Works with Divisions to provide fiscal analysis for legislation
- Assist in maintaining internal controls and the appropriate posting of revenues and expenditures to the general ledger.
- Assists and support Divisions through routine communication and budget meetings to ensure an ongoing budget review and planning process and to provide a proactive approach to problem resolution and information sharing.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all of the following qualifications, listed below, to be considered for the vacancy.

Education:

- Bachelor's degree in public administration, business administration, political science, finance, or a related area. Master's degree in public administration, business administration, political science, finance, or a related field from an accredited university can be substituted for one year of work experience.

Experience:

- Three (3) years of experience in budget development, budget analysis, or other related financial management experience.

PREFERRED QUALIFICATIONS

- Master's degree or higher in public administration, business administration, political science, finance, or a related field.
- Governmental budgeting experience for a school system, federal, state or local government.
- Knowledge of Maryland legal regulations related to school funding and budgeting.

EMPLOYMENT INFORMATION

This is a full-time position in the Howard County Educators Association, Educational Support Professionals unit (HCEA-ESP). The current salary range for this position is on the Central Office Technical Salary Scale, Grade 26, \$89,178 - \$134,380. Salary placement will be in conjunction with salary procedures of the Howard County Public School System which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, and transcripts) required to verify that you meet the minimum qualifications.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
(410) 313-6689
sandy_saval@hcpss.org

Equal Opportunity Employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.