

Budget Analyst

*This position opens on **May 13, 2022** and closes **May 27, 2022**.*

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 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, coordinating 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, analyzing grants and other restricted funds, and 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 the Monthly Operating Budget Financial Report.
- Works with Divisions to provide fiscal analysis for legislation.
- Assists in maintaining internal controls and the appropriate posting of revenues and expenditures to the general ledger.
- Assists and supports 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 and Experience:

Applicants must meet the criteria in ONE of the rows below.	
Bachelor's degree in public administration, business administration, political science, finance, or a related field.	Four (4) years of budget development, budget analysis, or other relevant financial management experience.
Master's degree in public administration, business administration, political science, finance, or a related field.	Two (2) years of budget development, budget analysis, or other relevant financial management experience.

PREFERRED QUALIFICATIONS

- Governmental budgeting experience for a school system, federal, state, or local government.
- Knowledge of Maryland legal regulations related to school funding and budgeting.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

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 Grade 26 on the Technical Central Office and School Based salary scale, \$90,961 - \$135,614. 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.

Under the HCPSS Telework Program, this position may have flexible work from home options available. Approval is based on the needs of the department and the school system.

HCPSS encourages vaccination against COVID-19 as a continuous mitigation strategy for the health and wellbeing of students and staff.

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.



Office of Human Resources
10910 Clarksville Pike
Ellicott City, MD 21042
Nicole M. Carter, Executive Director

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
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Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.