

**ARLINGTON PUBLIC SCHOOLS
ARLINGTON, MA 02476**

JOB DESCRIPTION

POSITION: *SCHOOL BUDGET ANALYST*

JOB GOALS:

To provide administrative, financial, and operation support to the Chief Financial Officer and departments that interface with the school business office.

QUALIFICATIONS:

Education and Experience:

Bachelor's degree in accounting or related field preferred and 1 to 3 years of municipal finance experience, or an equivalent combination of education and experience. Additional 3 years of accounting experience can be substituted in absence of education requirement.

Necessary Knowledge, Skills, and Abilities:

1. Strong written and verbal communication skills. Individuals will be asked to proof-read and edit documents, compose written communications, procedures, and other materials for publication.
2. Excellent human relations skills required. Ability to work collegially and cooperatively with all constituencies within the school community is essential. Willingness and ability to help other co-workers as needed. Ability to effectively meet and deal with the public; ability to handle stressful situations.
3. Strong knowledge of computers and electronic data processing with proficiency in Microsoft Office Products. Advanced proficiency in MS Excel desired, including use of Pivot tables and the creation of charts and graphs
4. Experience utilizing financial accounting and payroll systems. 3 years of experience with MUNIS is preferred.
5. General knowledge of operations and procedures of local government; ability to research legal and procedural issues related to school administration and town government
6. Ability to handle large volumes of work and a variety of jobs associated with the running of a busy office in an efficient and accurate manner.
7. Experience with or knowledge of public procurement regulations and processes a plus.
8. This position requires the applicant to maintain the highest level of commitment in confidentiality.

ROLES AND RESPONSIBILITIES:

1. Assist Chief Financial Officer (CFO) with Position Control Management
 - a. Works with the CFO in maintaining and analyzing an employee database for ongoing analysis, including current fiscal year impacts and projections for future year budgeting.
 - b. Provides periodic review of position control and MUNIS payroll system to ensure salaries are being accurately posted to correct accounts.
2. Budget Development and Management
 - a. Assist CFO with the assembly of the annual financial budget and multi-year plan; provides assistance with the preparation of the Superintendent's annual operating budget and capital budget.
 - b. Assist with budget entry into MUNIS each year and works with the School Accountant on aligning the budget to ensure financial operation for departments.
 - c. Prepare open purchase order reports and work with accounts payable and departments to reduce outstanding encumbrances.
 - d. Prepare department budget reports and meet with department heads and CFO periodically to review the budget.
 - e. Meet regularly with CFO and Lead Accountant to reconcile financials to ensure data is an accurate reflection of district finances.
3. Provide purchasing, accounts payable and accounts receivable functions as needed during peak work times.
 - a. At times assist accounts payable and accounts receivable to ensure timely payment of bills, posting of revenue and other general accounting transactions.
 - b. During seasons of high volume or in absence of procurement account specialist, will convert school requisitions to purchase orders.
 - c. Work with School Accountant to complete journal entries when necessary
 - d. Work with Departments and other business office personnel to ensure all expenses and receivables are coded properly and are recorded to correct budget line items.
4. Capital Projects and AHS Project
 - a. Processes and monitors accounts payable transactions for select capital projects; receives and verifies invoices against purchase orders; verifies that transactions comply with financial policies, procedures, and procurement laws; prepares batches of invoices for data entry for select projects.
 - b. Assist Chief Financial Officer with reconciliation of progress payments and expenses for select capital projects; and manage tracking sheet.
5. Act as a department liaison with other town departments, administration and school-based personnel. At times, attend meetings when deemed necessary or in place of Chief Financial Officer.
6. Other projects, duties, and responsibilities may be assigned by the Chief Financial Officer when necessary.

SUPERVISED AND EVALUATED BY: Chief Financial Officer

TERMS OF EMPLOYMENT:

Full time, full year. Benefits in accordance with other non-union employees of the Arlington Public Schools.

SALARY: \$65,000-\$70,000 per year.

Arlington values diversity. We strongly encourage candidates of varied backgrounds, including people of color, persons with disabilities and others to apply.

