



Existing Vacancies

Broward Teachers Union - Technical Support Professionals (BTU-TSP)

DATE: October 22, 2013

www.browardschools.com

TO: All Interested Personnel

FROM: Non-Instructional Staffing

SUBJECT: Newly Posted Vacancies

Broward Teachers Union - Technical Support Professionals (BTU-TSP)

Deadline date for all positions cited below is 5 PM on: November 4, 2013

For qualification and application procedures, visit our website at <http://www.broward.k12.fl.us/nis/employmentopp.asp>.

PLEASE SCROLL DOWN TO VIEW JOB DESCRIPTION(S).

<u>Position Title/Position Number</u>	<u>Salary</u>	<u>Pay Grade</u>	<u>Location</u>
Budget Analyst III (WW-014.3)	\$55,162 - \$78,988	23	Budget
(*Previously Advertised: Former applicants are no longer under consideration and must reapply for the position.)			

Effective Date: Immediately

Be Advised: All applications are subject to Florida Public Records Law.

PLEASE SCROLL DOWN TO VIEW JOB DESCRIPTION(S).

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

600 SE Third Avenue, Non-Instructional Staffing - 3rd Floor, Fort Lauderdale, FL 33301

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at (754) 321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

NON CHART POSITION
PROFESSIONAL/TECHNICAL

POSITION TITLE: Budget Analyst III

CONTRACT YEAR: Twelve Months

PAY GRADE: 23

QUALIFICATIONS: Education – An earned bachelor's degree from an accredited institution.

Experience - A minimum of two (2) years experience and/or training in the field related to the title of the position.

Special Qualifications – Preferred degree majors include accounting or related field. Require two (2) years experience in budget, accounting, or management audits. Bilingual skills preferred. Computer skills as required for the position.

Job Progression/Career Ladder – Budget Analyst II may be promoted to Budget Analyst III after two (2) years of experience in the department with the approval of the division senior manager or designee.

The Budget Analyst I, II and III jobs are designated as one job for the purpose of job progression when the employee has achieved an evaluation indicating that his/her job performance has met or exceeded the expectations of the job.

DIRECT ACCOUNTABILITY: Budget Analyst V

SUPERVISION: Supervise and review work of assigned personnel

GOAL: To perform duties and make studies that may be varied and somewhat difficult in nature, but which usually involve limited responsibility; however, some evaluation and ingenuity are required.

To prepare operating budgets, as directed, for units or departments based on actual performance, previous budget figures, estimated revenue, expense reports and other factors. To review expenditures to ensure conformance to budgetary limitations and maintain records of expenses and budget balances. To maintain records of actual operating figures for comparison with estimated budget. To assist in installation of budgetary control systems.

ACCOUNTABILITY
PROCEDURES:

The Budget Analyst V will assess the effectiveness of the Budget Analyst III annually with respect to the performance of specific responsibilities.

PERFORMANCE
RESPONSIBILITIES:

The Budget Analyst III shall

1. assist in the projection, planning and preparation of budgeting concepts for the annual district budget.
2. study Federal laws, State statutes, and administrative rules, labor contracts, Board policy, GAAFR and accreditation standards of SACS for all cost centers.
3. review and consolidate annual budget submissions for Board presentation.
4. prepare budget amendments for cost centers, including summaries for Board agenda items.
5. maintain analysis on estimated revenue, appropriations and fund balances for the general fund, debt service and special revenue funds.
6. assist in the generation of FTE reports in conjunction with the Florida Education Finance Program.
7. analyze cost center revenue and expenditure accounts as required.
8. prepare computer input entries and maintain budget status reports.
9. compute and evaluate impact of the salary differential on individual cost centers and overall fund balances.
10. determine the disbursement of state categorical funding to individual cost centers.
11. participate in conducting inservice workshops on budgeting processes.
12. monitor actual expenditures vs. budget allocations in order to help prevent deficit balances.
13. develop new budgetary reporting systems with Management Information Services.

14. serve as Budget Office liaison for respective costs centers and area business analysts.
15. practice safe work procedures in all assignments performed.
16. participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignments.
17. review current developments, literature and technical sources of information related to job responsibility.
18. ensure adherence to good safety procedures.
19. perform other duties as assigned by the Budget Analyst V.
20. follow federal and state laws, as well as School Board policies.

Board Approved: 2/16/84 &
Adopted: 3/1/84

Revised: 3/21/85 &
Adopted: 4/15/85

Item G-7: 11/6/86

Org. Chart: 4/01/03

Board Adopted: 12/16/03*
Revised: 6/30/06