

BUDGET ANALYST

PURPOSE

Promote and protect the financial integrity and stability of the MPS district through budget development, administration and analysis, as well as through monitoring programs, procedures and legislation, both internal and external, that could affect MPS finances and operations.

ESSENTIAL FUNCTIONS

Budget Preparation: Provide fiscal, program and legislative analysis to department heads and the superintendent in support of annual budget allocation recommendations and key department and special interest budget initiatives. Provide training and instruction to school leaders and department heads in the preparation of line item budgets and budget narratives for presentation of the Superintendent's Proposed Budget.

Budget Monitoring: Enforce district financial standards through the monitoring of department and school expenditures. Direct budget and expenditure reclassifications as appropriate. Advise district administrators, program managers and school leaders of variance concerns and recommend improvements to financial practices.

Project Management: Provide technical and policy assistance to department/division heads and school leaders as they develop their annual performance measure budgets. This includes training and assisting fiscal staff, district managers and school leaders in linking strategic objectives to budget resources and school education plans. Function as project leader for performance and budgeting.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

REQUIREMENTS

1. Bachelor's degree in finance, accounting, business management, public policy administration or closely related field. Master's degree is desirable.
2. Two years experience in finance, accounting, budgeting, business research or closely related field. Government experience is preferred. Emphasis in research techniques is highly desirable.
NOTE: Equivalent combinations of education and experience may also be considered.
3. Residence in the city of Milwaukee is required within twelve months of appointment.

THE CURRENT SALARY RANGE IS: \$56,358 to \$81,763 annually with excellent benefits.

KNOWLEDGE AND SKILLS REQUIRED

- Excellent analytical and evaluative skills.
- Ability to understand and interpret Milwaukee Public Schools Board policies and procedures; labor contracts; and state and federal regulations governing financial management and reporting requirements.
- Ability to work with people with diverse educational and cultural backgrounds.
- Knowledge of financial concepts
- Excellent verbal and written communication skills. Ability to explain complex financial concepts clearly and concisely.
- Ability to use database and spreadsheet software.
- Ability to work independently with little or no supervision.
- Ability to work under pressure due to multiple priorities and strict time schedules.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.