

Job Description

Job Title: Senior Budget Analyst

Supervisor: Director of Budget, Analytics & ERP

Pay Grade: 39

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

This is a professional position responsible for performing highly complex data analysis work. Position assists in the planning and development, presentation and implementation of the preliminary general budget and capital improvement plan. Under limited supervision, conducts qualitative and quantitative financial research to support decision-making and budget development in the district. Performs statistical and comparative analyses of revenue and spending (with other school divisions/state average) and provides such data in the form of reports, presentations, spreadsheets, graphs and other visual aids. Assists with compiling and maintaining databases to support these efforts. May plan, assign, and/or supervise the work of others.

Essential Duties

1. Assist in the planning and development, presentation and implementation of the preliminary general budget and capital improvement plan for submission to the Superintendent, the proposed general fund budget by the School Board for submission to the City Council and the final general fund budget for adoption by the School Board.
2. Researches, compiles, maintains, and updates budgetary and forecast data to provide management with trend analyses and recommendations. Perform statistical and comparative analyses of revenue and spending (with other school divisions/state average) and provide such data in the form of reports, presentations, spreadsheets, graphs and other visual aids. Assist with compiling and maintaining databases to support these efforts.
3. Generate various complex monthly, quarterly and or annual financial reports or queries for executive leadership, management, school leadership, grant administrators, department users, VDOE or other external entities as required to monitor and report expenditures or other budgetary data.
4. Informs management of budget variances, explains causes, and measures impact on department mission and resources. Completes necessary financial system transactions to correct variances.
5. Consults with schools, grant administrators and departments regarding budget analysis, financial reports, irregular and unusual transactions and problem resolutions.
6. Supports division data analytics initiative by working with data warehouse developers and subject matter experts in the proper application of comprehensive business and financial systems data transactions used to develop queries or reports made available on the division dashboards. May assist users with interpretation of these visuals and reports.
7. Ensures the accuracy of financial data provided and used for budgetary analysis and reporting. Obtains a great deal of information from various sources and must be able to interpret and distinguish between reliable sources and unreliable sources for specific data analysis.
8. Responsible for the support and maintenance of the MUNIS position control system. Works directly with HR staff and grant managers to ensure moves, adds, changes to positions are properly reflected in the position control system and funding is appropriately allocated in the compensation and benefits budget accounts.
9. Work with department managers, ERP systems analyst and information technology support staff to complete system testing, upgrades, production fixes and enhancements of financial support modules such as accounting, purchasing, budget, payroll and HR.
10. May supervise the work of others
11. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Director of Budget, Analytics and ERP or other

appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor’s degree from an accredited four-year college or university in finance, accounting, business or public administration; six (6) years of experience in budget preparation and/or accounting program analysis in a public or governmental setting; experience in performance measurement reporting work; experience with automated financial systems and Microsoft Office Professional 97 or later software. Comprehensive knowledge of and demonstrated ability to apply budgeting and accounting principles, practices, methods and procedures. Thorough knowledge of data extraction procedures, spreadsheets and financial systems. Skill in researching, compiling, analyzing, and evaluating extensive amounts of data on which to base forecasts and projections. Ability to provide timely and accurate financial reports.

Working Conditions & Physical Requirements

Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Assigned Staff

Supervision Received: Director of Budget, Analytics and ERP System

This job description in no way states or implies that these are the only duties to be performed by this employee. The Senior Budget Analyst will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Budget, Analytics and ERP or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date

Revised 08/2025