



**Job Title: Budget Analyst**

**Department:** Federal Programs and Special Projects  
**Reports To:** Executive Director of Federal Programs and Special Projects  
**Grade:** BG-5 (Effective 1/1/2015)  
**Number of Days:** 12 Months  
**Security Access:** ESC  
**Current Date:** June 25, 2014  
**Overtime Status:** Exempt

---

**Job Objectives:** Maintains budget expenditures of grants, tracking all claims, working with state, federal and district staff as it relates to budgets.

**Minimum Qualifications:**

- High school diploma or college degree preferred.
- Must have a minimum of two years accounting experience and knowledge of standard purchasing and procurement procedures.
- Knowledge of state and federal programs as it relates to fiscal requirements to assure proper utilization of program funds.
- Knowledge of the Oklahoma Cost Accounting System (OCAS) coding requirements.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Prepare and upload applications, budgets, and staff allocations (including revisions) to the appropriate online system (GMS, IMPACT, GAPS, DOJ, DOC, etc.)
- Maintaining expenditures of grants, tracking all claims, working with state and federal fiscal staff as it relates to budgets and expenditures, completing payroll, sub- payroll and out-of-district expenses and maintaining all contracts related to assigned projects. Reviewing each expenditure request to assure funds are available and activities are permissible under state and federal law.
- Prepare additional requested reports for various grants (e.g., DOJ, Annual Performance Reports, Final Performance Reports, etc.)
- Coordinating with other TPS departments (HC, payroll, Budget, etc.) to correct charges and personnel coded to projects in error.
- Prepare journal entries to balance pick tickets to trial balance reports.
- Working with grant managers on staff allocations, balancing expenditure

- claims on a monthly basis, assimilating spreadsheet data from grants.
- Working on budget revisions, requisitions, purchase orders, board agenda items and contracts.
  - Prepare OCAS accounting journal entries for end-of-year account code changes made by OSDE.
  - Pull invoices and supporting backup documentation in preparation for claim submission.
  - Provide support for internal and external audits.
  - Conduct workshops as appropriate.
  - Prepare, modify, and disseminate technical assistance documents as appropriate.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Proficient in written and verbal communication.
- Proficient in Microsoft Excel and knowledge of basic and advanced formulas.
- Knowledge of fiscal management procedures.
- Must assume responsibility without direct supervision and exercise initiative and judgment.

**Supervisory Responsibility:** Does not directly supervise any individuals.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.