



T U L S A

PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Budget Analyst, Professional Development

Reports to: Director of Professional Development
Department: Professional Development
Number of Days: 12 months
Compensation: CA-13
Overtime Status: Non-Exempt
Date Job Revised: June 27, 2011

Position Summary: The Budget Analyst oversees multiple budgets that support the operation of district professional development. This includes keeping accurate records and inventories of purchases, contracts and rental agreements. They are responsible for all budget planning, requisitioning, Board agendas and troubleshooting. Additionally, they help to maintain accurate records of teacher attendance at all district professional development and interface regularly with both internal and external customers.

Qualifications/Job Requirements:

Education:

- HS Diploma or Equivalent.

Specialized Knowledge, Licenses, etc:

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Experience:

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Specific Training/Skills:

- Needs to have working knowledge of most office machines and computer software such as excel, word, and publisher.

Physical Requirements (If Applicable):

- Some light lifting

Other:

- Must have good communication skills.
- Have a pleasant and professional attitude.

Scope of Authority (If Applicable):

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Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

- Purchasing, budget(s) management, cash management
- Contracts and Board Agendas
- Rental Contracts and fees
- Inventories

Customer Contacts:

- Internal: teachers, support staff, principals

- External: parents, community, vendors and consultants

Duties and Responsibilities:

- Budget Analyst for Professional Development to include: general, state & bond budgets, special projects and Gifts and Endowments funds.
- Review and record expenditures, reconcile spreadsheet to budget reports
- Write and troubleshoot Board Agendas.
- Keep accurate files of all inventory, purchases and budgets.
- Process all rental agreements and invoices for rental including private schools. Make deposits to treasurer for workshop fees, books and incoming rental money.
- Process Tulsa Professional Development committee grants and provide detailed spreadsheet updates to committee, monthly.
- Submit all stipend pay for Professional Development, Special Projects and TPDC site grants.
- Record attendance, evaluations and process uploads for stipends for district workshops held at the Professional Development site and workshops funded by special grants.
- Inventory, order and receive all books and materials and process all invoices to accounting and purchasing.
- Make all travel arrangements for those approved through Professional Development, special Projects and workshop presenters coming to the Professional Development site.
- Tracking Professional Development points for school sites and individual transcripts.
- Support individuals and schools in registration and confirmation on the professional development DK management system and attendance.
- Responsible for support for all staff at the Professional Development site as needed in each department housed at the Professional Development site and provide backup coverage for the switchboard and maintain working knowledge of all office machines.
- Other duties as requested by supervisor.