

EMPLOYEE NAME: _____

Created: 2/26

JOB DESCRIPTION

POSITION TITLE: Budget Analyst, Cobb Innovation & Technology Academy	JOB CODE: 425D
DIVISION: Leadership	SALARY SCHEDULE: Local School Clerical
DEPARTMENT: Leadership	WORKDAYS: 194
REPORTS TO: Executive Director of Cobb Innovation & Technology Academy	PAY GRADE: Rank V (NC55)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Maintains financial records for one campus of the Cobb Innovation & Technology Academy; prepares and implements the fiscal year budget.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or High School Equivalency
2.	Certification/License Required: None
3.	Experience: 3 years of experience related to essential functions
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities.
5.	Knowledge, Skills, & Abilities: Written and oral communication; attention to detail; computer skills; analytical skills; Munis experience preferred.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Maintains all financial records in accordance with Cobb County School District Policies and Procedures Manual.
3.	Verifies vendor invoices and resolves any noted discrepancies and routes all check requests and purchase orders with supporting documentation.
4.	Performs fiscal monitoring of check requests, audits all documentation, audits approval signatures.
5.	Performs fiscal monitoring of purchase orders, monitors budget balance/charge codes/approval signatures.
6.	Prepares and implements the fiscal year budget; maintains all files associated with grant and local budgets.
7.	Prepares various documentation reports as requested.
8.	Avoids behaviors that detract from staff morale.
9.	Assists in answering budget questions.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____