Title: **Budget Accountant** Pay Grade: 303
Reports to: Administrator Assigned FLSA: Exempt
Department: Budget Length of Assignment: 226 days

Summary

Assist in the development and technical compilation of the annual budget. Provide budgetary analysis and support campus and administration. Disseminate and validate budgetary reports and related information to appropriate users for timely decision-making. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Essential Functions

1. Assist with the development and compilation of the districts' annual budget.
2. Coordinate, review, and monitor the placement of annual and multi-year budgets in the districts' financial software system, to include federal, state, and local grants.
3. Assist with the preparation of budgetary information for presentation to Board of Trustees.
4. Assist, support, and train district personnel on the development, placement, maintenance, and periodic reviews of individual campus/department budgets in accordance with district and Texas Education Agency (TEA) requirements.
5. Assist in the preparation of historical and analytical data to determine budgetary trends and needs.
6. Assist in the analysis of budgetary issues and recommended solutions.
7. Ensure accuracy of budgetary information submitted through the Public Education Information Management System (PEIMS), as compiled by the Technology Information Systems department.
8. Maintain the Budget Department web page and ensure all required postings are accessible and in user-friendly formats.
9. Prepare and maintain monthly reports for Internal Service Funds, Child Nutrition Program Funds, Grant Funds, and other programs as needed.
10. Assist and ensure that all district financial software users have the correct workflow and general ledger access.
11. Compile and prepare reports for the Indirect Cost Rate Proposal submission to TEA.
12. Assist in the review of the district position control report for accuracy and budgetary alignment.
13. Review and approve district position control workflow.
14. Review purchase requisitions for appropriate account coding, in compliance with the TEA Financial Accounting System Resource Guide.
15. Preparation of budgetary transfers and amendments, as needed.
16. Assist in the development and delivery of continuous financial training for district personnel.
17. Attendance at the work site is required to meet essential functions of the job.

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Other Responsibilities

1. Participate in professional development activities as required by the district.

2. Follow established safety procedures and techniques to perform job duties; support district/department goals.

3. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications

Bachelor's degree in Business Administration or related field required; Master's degree preferred; two (2) years work experience in budgeting, accounting, or information processing; working knowledge of the Texas Education Agency Financial Accountability Systems Resource Guide, and Generally Accepted Accounting Principles. Technical knowledge of school finance, budgeting, and accounting systems; expertise in spreadsheet, word processing and financial data set preparation; strong analytical, communication, presentation, and interpersonal skills.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; ability to work with frequent interruptions; prolonged use of computers and occasional prolonged and irregular hours; repetitive hand/wrist motions; occasional district-wide travel. Valid Texas/New Mexico driver's license; subject to the district's drug and alcohol screening policy and regulation; must be insurable by the district's auto liability insurance carrier.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

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