



Job Title: Budget Allocation Analyst

Department: Finance
Reports To: Director of Budget
Grade: BL-5
Number of Days: 12 Months
Security Access: Education Service Center
Overtime Status: Exempt
Last Revised Date: August 13, 2018

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Compiling the district's school Staffing Plan and generating and maintaining certified and support allocation sheets for all school sites.

Minimum Qualifications:**Education:**

- Bachelor's degree with major in finance or accounting required.
- A minimum of three years of experience preferred.

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Maintain certified and support allocation sheets for each school
- Calculate district funded certified and support allocations at specified times of the year based on criteria in the approved staffing plan.
- Notify district administration, site administration and district offices of any changes in allocations.
- Maintain Staff Allocation Requisition and Staff Allocation Exchange forms and monitor approval process
- Maintain documentation for all allocation changes
- Track changes in allocations over time as well as between various funding sources
- Compile, organize and publish staffing plan
- Maintain position control in district's ERP (MUNIS) for all allocations reflected on school allocation sheets
- Periodically reconcile position control in district's ERP (MUNIS) to ensure alignment with allocation sheets
- Assist sites with funding issues, account codes and budget adjustments
- Perform other tasks, duties, or services consistent with this position as assigned

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

- Computer skills including Microsoft Office 360 and the Google office suite
- Meticulous attention to detail and good organizational skills
- Must be highly motivated and able to work independently
- A positive attitude and ability to work harmoniously with other employees
- Must be a self-starter and willing to learn new duties
- Ability to work in a fast-paced environment, and multi-task effectively

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

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age or any other classification protected by applicable law.

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district's Talent Management department at 918-746-6310, or the district's Human Rights and Title IX Coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.