



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
Overtime Status: Exempt
Last Revised Date: August 20, 2019

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: 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 (Talent Management, 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
- Ability to work collaboratively with others on a team
- 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.

- 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 Responsibilities:

- This role 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.

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

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.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the 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.