

## **Job Title: Technician, Budget Analyst II-D, Grants, Wichita USD 259**

**Position Function:** Works with an ever-changing portfolio of grants, varying in complexity and restrictions, funded by federal, state, local, and private entities. Performs various duties in support of the District's annual budget, Kansas State budget forms, annual financial audit, and single audit. Works with various departments within the District. Assists in training District staff and responds to questions during the year.

### **Essential Performance Responsibilities:**

- Works in conjunction with Technician, Budget Analyst II-C, Grants to successfully perform the following grants-related responsibilities, ensuring an equitable distribution of workload and difficulty level of work:
  - - Monitors grant post-award internal controls, and recommends any needed changes.
    - Monitors federal cash on hand and draws down funds.
    - Monitors federal grant expenditures for compliance with both grant-specific requirements and uniform allowable cost principals.
    - Assists grant applicants with the budgets of grant applications prior to submission; assists with post award budget revisions, reports, and extensions.
    - Prepares the annual mass account update for grant-related accounts to be uploaded to the Human Resources/Payroll software.
    - Assists with position control. Responds to position-related questions of Human Resources, Employee Benefits, and Payroll personnel.
    - Responsible for ongoing set up of new salary accounts and chart field maintenance in the Human Resources/Payroll software.
    - Assists with maintenance of the Human Resource Management System software.
- Assists in the preparation of the Kansas State budget forms and the District's internal annual budget book, assuring for accuracy and timeliness.
- Prepares work papers and adjusting journal entries for the annual financial audit.
- Completes reports required for internal and external compliance, including but not limited to, information for the Kansas State Department of Education and the federal government.
- Becomes highly knowledgeable about assigned funds, programs, and schools.
- Provides on-going training as needed to staff throughout the District, both individually and in groups, on use of the financial system, use of the Budget Tracker spreadsheet, assigning funding strings, etc. Also provides training on federal grant guidelines and associated state and local requirements for grant monitoring and reporting.
- Schedules budget review meetings with fund and program managers.
- Prepares journal entries and budget transfers and posts to the financial system.
- Assists with completion of various surveys.
- Responds in a knowledgeable, courteous, and professional manner to inquiries and requests for assistance from program managers, employees, and the community regarding the budget, grants, and other activities of the Budget Department.
- Responds to requests of Director of Budgeting and Chief Financial Officer in an accurate, complete and timely manner.
- Assists co-workers as needed to ensure equitable distribution of the workload amongst the Budget Department team members.
- Cross-trains on other functions in the Budget Department.
- Attends training and other outside seminars as approved.
- Ensures important functions are covered by other staff members during absences.

**Additional Duties** - Additional duties as assigned by Director of Budgeting and CFO

**Equipment** - This position requires the ability to use basic office equipment such as computers, copiers, scanners, and fax machine.

**Travel** - In-district travel required, limited out-of-district required

### **Physical and Mental Demands**

- Overtime may be required
- Attendance at meetings will be required

- Computer work 90%
- Sitting for long periods of time

### **Knowledge, Skills, and Abilities**

- Knowledge of federal grant regulations and state statutes related to school finance and federal fiscal cash management.
- Advanced computer proficiency and the ability to effectively use Microsoft Word, Excel, Outlook, Access and PowerPoint, which will be determined and validated by testing
- Strong analytical and problem solving skills
- Gives the highest priority to achieving accuracy
- Ability to use 10-key
- Ability to communicate exceptionally with customers, outside vendors or company personnel. Exceptional communication skills will assist in motivating, influencing, and advising others on matters of significance
- Maintains confidentiality with all sensitive information
- Organizes work well and is able to successfully prioritize when faced with multiple requests, demands, and deadlines
- Capable of performing a variety of tasks, as well as changing assignments on short notice
- Demonstrates a high level of initiative, accepts all responsibilities fully, and meets deadlines
- Ability to work and make decisions independently, guided by departmental policies, criteria, and goals. Will be required to use your discretion to interpret policies, laws, and theories
- Ability to write letters, memos and reports that command attention and achieve results
- Ability to provide the highest level customer service
- Excels in providing training to individuals and groups
- Displays exceptional learning capacity
- Ability to plan and organize effectively to achieve greater results

### **Interrelations**

- Contact with company personnel, customers, and outside vendors. Will be working with a diverse population requiring the ability to handle all situations with tact and diplomacy. Must exhibit a professional manner and maintain a positive attitude with all customers and colleagues.

### **Qualification Profile**

- Preference given to Bachelor's Degree in Accounting, Finance, Business Administration or a related field with minimum five years' accounting experience
- Three years' experience in governmental accounting or governmental auditing preferred
- Thorough knowledge of state and federal grant regulations preferred
- Two years' grant-related work experience preferred

**FLSA Status** - Non-exempt

Apply at <http://www.usd259.com>