**BUDGET ANALYST II**

Clayton County Public Schools is looking for a technically savvy and experienced individual to serve as a Budget Analyst II. Under the general direction of the Director of Finance, the Budget Analyst will provide support to the Business Services Division with respect to budget formulation, execution, financial analysis, reconciliation, and reporting.   Responsibilities include but are not limited to: development and on-going analysis of multi-year spend plans with reference to annual goals for designated programs/departments; financial forecasting; and management and reconciliation of financial data.

**THE IDEAL CANDIDATE**

The ideal Budget Analyst II will have a strong technical budgeting background and will be extremely detail oriented with comprehensive, professional budgeting and accounting skills, preferably in a K-12 educational setting. The ideal candidate will have an excellent grasp of accepted accounting principles and best practices in order to manage the budgets. In addition, the successful candidate must possess high ethical standards that create the highest level of trust and credibility and demonstrate a commitment to providing high quality service.  This candidate will assist in schools and departments with issues related to fund availability, fund transfers and budget compliance; preparing and participating in the preparation of the district’s annual budget including analysis and estimates of expenditures, analysis and projections of revenue, review of school and department requests; posting of all budget transfers; submitting state financial reports to the Georgia Department of Education; and supporting the position control function for all funds. The Budget Analyst will provide training to bookkeepers and other departmental employees regarding budgets and reports; oversee the year-end close process; gather, assemble and format data; lead in the preparation of preliminary analysis for budget preparation; assist in the development and presentation of all budget documents; and maintain data and systems for budget tracking and reporting.

**THE FINANCE DEPARTMENT**

The Finance Department delivers services that are integral to the District’s every day operation. The major responsibilities in Finance include financial reporting and general ledger integrity maintenance, cash management, accounts receivable, grants and accounts payable. The Supervisor of Accounting reports directly to the Finance Director. In addition to the Finance Director, the department has 20 full-time employees.

Please submit resumes to ccpsbudget@clayton.k12.ga.us