City of Middletown, Connecticut
Position Description

Title: Program/Budget Analyst
Department: Board of Education
Date: September 2012

Purpose of Position

The purpose of this position is to perform varied and complex clerical accounting work in the functional areas of BOE budgeting, accounting and accounts payable. The work is performed under the direction on the Manager of Financial Operations.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Reviews purchase orders, invoices and related information for coding, accuracy, availability of funds, vendor designation, correct prices, authorized signatures and other necessary data; reviews budget financial information for accuracy.

- Reviews the expenditures of the various BOE departments, ensures compliance with approved budgets. Reviews the summary of vendor payments; ensures compliance with department policies. Supervises financial record keeping.

- Establishes new accounts and funds for all appropriations, grants and budget items approved by the Common Council. Prepares all documents for Common Council approval.

- Prepares and enters information including various adjustments into automated accounting system; reconciles errors and re-enters information; verifies entries; assists in maintaining and updating computer system application including giving input on program design. Voids and re-issues checks as necessary.

- Prepares, reviews, and reconciles a variety of reports and related information in the fiscal year-end closing.

- Performs accounts payable work as needed.

- Prepares various state reports including but not limited to ED001.

- Plans and organizes the storage of Business Office public financial documentation including vouchers and printouts; disposes of old records according to State requirements.

- Balance BOE expenditure and receipt accounts with the City Finance Office.

- Handles petty cash.
Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor’s degree in Accounting with three years of responsible accounting experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.

- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, BOE budget, purchase orders, invoices, transfers, audits, memos, manuals, statutes, procedures, guidelines and non-routine correspondence.

- Requires the ability to communicate orally and in writing with the Manager of Financial Operations, other departments and employees, banks, committees and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and basic algebra.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustments on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.

- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.

- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.
The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Status:  APPROVED
by Common Council, City of Middletown
at its meeting held on:  OCTOBER 1, 2012