

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8040
Pay Grade: E06

FLSA: Exempt
PTS

BUDGET ANALYST, FOOD SERVICE

REPORTS TO:

Director, Food Service

SUPERVISES:

Senior Account Clerk
Support Staff

QUALIFICATIONS:

Bachelor's degree from an accredited college or university in finance or business administration with special course emphasis in accounting, economics, and statistics plus four (4) years experience in activities directly related to budget analysis. Must possess four (4) years administrative/supervisory experience. Demonstrated working knowledge of accounting principles and financial expertise, including effective numerical, mathematical, and analytical skills. Demonstrated proficiency in the use of Microsoft Office Suite.

PREFERRED:

Master's degree in a specialized field of study that includes coursework in accounting, finance, economics, and statistics. Administrative or supervisory experience in Florida school budgeting and in USDA Child Nutrition Programs.

MAJOR FUNCTION

This position is responsible for development, analysis, and execution the food service budget. Monitors the financial status of operations. Maintains accounting records and identifies trends that may influence financial standing of the Food Service department.

ESSENTIAL RESPONSIBILITIES

- Develop, analyze, and execute the annual food service budget and related financial statements and records for all food service programs
- Ensure there are adequate funds for programs within the department
- Evaluate the relationships between major program changes and the financial status of the department
- Employ cost-benefit analysis to review financial requests, assess program tradeoffs, and explore alternative funding methods
- Prepare and evaluate monthly profit and loss statements for overall program and individual cost centers within food service
- Provide financial advice to food service administrators
- Provide leadership for budget preparation, formulation, presentation, and execution
- Efficiently allocate limited financial resources
- Examine past budgets
- Estimate future financial needs
- Evaluate the performance of a program and adjust funding if necessary
- Draft food service financial policies and procedures
- Conduct training regarding food service financial policies and procedures
- Serve as liaison between food service, budget and finance offices, and other related departments
- Supervise personnel as assigned
- Performs other related duties as assigned

BUDGET ANALYST, FOOD SERVICE

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 10/09/15 CH; BOARD APPROVED: 10/27/15

BUDGET ANALYST, FOOD SERVICE

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time		X			
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Budget Analyst, Food Service - PTS