



The Department of Business Services  
invites resumes for the position of:

## **Temporary Budget Analyst**

**The primary function of the position is:**

To support MESD through the 2012-13 budget cycle.  
Experience with public schools K-12 and Sungard  
Business Plus preferred.

**How to apply:**

Please submit a resume and letter of interest explaining your  
experience working as a Budget Analyst.

Send your resume and cover letter to MESD  
Attn: Receptionist.

**Starting Date:** February 1, 2012  
to June 30, 2012

**Work Year:** 20 hours a week

**Application Deadline:** Open Until Filled

**Assignment Location:** MESD Ainsworth Building

**Salary:** \$30 per hour

**Resume materials must be  
Sent or delivered to:**

Receptionist, Multnomah ESD  
11611 NE Ainsworth Circle  
Portland, OR 97220

**JOB TITLE:** Budget Analyst

**REPORTS TO:** Director, Business Services

**POSITION PURPOSE:**

Assists the Director and Manager of Business Services with the operation and administration of Business Services. Provides information and problem solving assistance to MESD departments and various agencies.

**NATURE & SCOPE:**

This position is subject to board policies, administrative rules and procedures, department regulations and applicable state and federal statutes. This position carries no administrative or supervisory authority or responsibility.

**ESSENTIAL JOB FUNCTIONS:**

1. Assist in the development, maintenance and documentation of the budget process and its accountable products. Including but not limited to budget calendars, budget detail, analyses, preparation of the budget documents, maintenance and upkeep of the budget information website and the budget reporting system.
2. Maintain agency/component district budget information utilizing advanced spreadsheet and database functions. Format data for use in the budget development and implementation phases for agency/component district users.
3. Audit reports and provides information to the MESD departments and the funding agencies regarding assigned function over the phone, in person, in written format; provides requested information or service when authorized or refers to appropriate individual for response.
4. Validate budget compensation estimates with actual data ensuring that the budget estimates represent the most accurate data.
5. Act as central point of contact with Oregon Department of Education for reporting requirements as related to Business Services. Identify and track the completion of routine reports and respond to special inquiries.
6. Perform entry-level accounting, preparation of detailed records, budgets, and bookkeeping. Prepare, maintain and reconcile accounting records, statements and reports.
7. Provide confidential administrative support services to the Director and office supervisors that may include duties such as composition of business correspondence, meeting minutes, contracts, coordination of various interdepartmental and public matters, and serve as a key contact person for the program.
8. Perform administrative tasks under the direction of the Director involving personnel, budgets, program monitoring, resources, purchasing and other management functions.
9. Responsible for some purchasing, vendor selection, ordering and expediting the delivery of supplies. Occasionally order supplies as directed.

**OTHER JOB FUNCTIONS:**

1. Provide occasional support to the department such as receptionist services, appointment and meeting coordination.
2. Assists in other functional areas in the business office as necessary to cover relief and maintain schedules.
3. Attends department staff meetings.
4. Performs other related duties as assigned.

**WORKING CONDITIONS:**

Work is performed in an office environment that includes regular exposure to a computer screen and keyboarding tasks.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of double entry accounting functions, including the preparation of journal entries and summarization of transactions for year-end accrual, and able to apply bookkeeping and accounting principles to the maintenance of account records and statements.
- Ability to operate standard office equipment such as personal computer, multi-line telephone, calculator, fax machine and photocopier.
- Ability to use desktop and laptop computer and projection equipment to prepare reports and make presentations.
- Ability to understand compensation and maintain complex data using advanced skills in spreadsheet, database and word processing software (preferably Microsoft products).
- Ability to analyze and interpret financial data, agreements and contracts and develop recommendations to improve routines and procedures in area of assignment.
- Ability to complete mathematical computations accurately and rapidly.
- Ability to compile and tabulate complex statistical data and prepare accurate reports and summaries.
- Ability to communicate effectively, both orally and in writing with employees, vendors, customers and the public.
- Ability to work independently with minimal supervision and prioritize and handle multiple assignments simultaneously.

**EDUCATION AND EXPERIENCE:**

High school diploma, or G.E.D., with two years of college course work in bookkeeping and/or accounting and three years accounting experience that includes experience with computerized spreadsheets in budgeting, accounting or payroll systems; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.