

Region IX Education Cooperative

IGA/BUDGET ANALYST Job Description

POSITION TITLE	IGA/Budget Analyst
REPORTS TO:	Business Manager
Work Day:	Minimum 7.5 hours daily
Contract Days:	12 months, minimum 236 days/year
Salary Schedule:	Operational Support Salary Scale or Degreed dependent upon qualifications
Classification:	Non-exempt or Exempt dependent upon FLSA test.

ESSENTIAL FUNCTIONS:

1. Represents REC IX and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC IX programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC IX attendance policy is required. Attendance at mandatory REC IX or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory REC IX or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintains an atmosphere that protects the privacy of confidential information pertaining to students and personnel records is required.
10. Understanding and compliance with the RECIX employee policy manual, technology policy, and R9 tracking system are required.
11. Communicates effectively and in a timely manner with the Executive Director or designee.

IGA/Budget Analyst 6.2020

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12. Ability to prioritize assigned tasks and work effectively independently, as well as part of a team.
13. Ability to work effectively in a high pressure environment, manage time constraints and meet project deadlines.
14. Responsible for the IGA financial accountability and management of Region 9's resources in accordance with Generally Accepted Accounting Principles (GAAP) and NM Public Education Department statutes and administrative code, to include but not limited to:
 - a. Budget forecasting, preparation, and maintenance
 - b. BAR preparation
 - c. Journal Entries
 - d. Invoicing
 - e. Accounts Payable
 - f. Fund reconciliation
 - g. Monthly/quarterly/annual and ad hoc reporting requirements.
 - h. Creating account codes in accounting system
 - i. Working with vendor information
 - j. Preparation of and approval of purchase orders
15. Oversee selected administrative tasks.
16. Ensure that adequate internal accounting control exists to properly safeguard Region IX's assets.
17. Assist in providing financial analysis and recommendations to insure financial soundness.
18. Maintain positive, cooperative, and mutually supportive relationships with the administration, staff, peers, vendors and community.
19. In conjunction with the IGA Projects Coordinator, R9 administration, and other fiscal staff, coordinates and monitors timelines to ensure deadlines are met.
20. Maintain positive, cooperative, and mutually supportive relationships with the administration, staff, peers, vendors and community partners.
21. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
22. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
23. Support and contribute to overall REC IX mission, vision, values and goals.
24. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Note: These duties are neither exclusive nor exhaustive and the employee may be required to undertake other duties and responsibilities as assigned.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations.

QUALIFICATIONS

1. Bachelor's degree preferred from an accredited college or

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- university.
2. Five (5) years of related experience in school, Regional Education Cooperative or other related fields are preferred.
 3. Possess particular experience in areas such as accounting, computer operations, budget management, office systems and procedures, cash management and procurement.
 4. Attention to detail and problem-solving ability.
 5. Complete the RFP class provided by State Purchasing
 6. Obtain and hold a CPO license.
7. Exhibit positive interpersonal skills to relate well with peers, vendors, administration and the community.
8. Demonstrate the ability to communicate effectively and concisely in English, both orally and in writing, using proper grammar and vocabulary.
 9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

Ability to work under minimal supervision. Must exercise initiative and judgment in performing job duties. Possess ability to understand oral and written instructions. Exhibit writing ability appropriate for accounting practices, communication, reports, and budgets. Demonstrate verbal communications to describe, explain, detail, and ask questions. Must possess creativity and be innovative.

Working Environment

Possess motor ability to coordinate eyes, hands, and fingers, in the operation of office equipment. Visual ability to see and read reports, documents, and records. Auditory abilities capable of performing phone communication and interaction with other individuals. This job is performed in a generally clean and healthy environment. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. Lift up to 50 pounds.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for IGA Fiscal Coordinator.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

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Employee Name _____ Date _____
Employee Signature _____

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