



<b>Job Title:</b>	Budget Analyst II		
<b>Date:</b>	01/31/23		
<b>Job Type:</b>	Regular, Full-Time	<b>WIT JPID:</b>	15819462
<b>Salary Range:</b>	\$55,000 – \$65,000	<b>Salary Group:</b>	B-19
<b>Reports to:</b>	Sr. Controller	<b>FLSA Status:</b>	Non-Exempt

To learn more, go to [www.wfscapitalarea.com/joinourteam](http://www.wfscapitalarea.com/joinourteam). **Apply online** at [www.workintexas.com](http://www.workintexas.com) (Job posting: 15819462), **then email your résumé & cover letter** to [HR@wfscapitalarea.com](mailto:HR@wfscapitalarea.com).

**ORGANIZATION AND PURPOSE**

Workforce Solutions Capital Area is a non-profit organization that connects people to jobs. We are a recognized leader in workforce development. Our reputation is built upon our values of diversity, leadership, innovation, collaboration, accountability, and results.

The mission of Workforce Solutions Capital Area is to lead the region’s workforce development system in support of a world-class workforce. We believe that training and education aligned to the needs of local employers are the foundation of a competitive workforce. We utilize a strategic approach to workforce development, based on analytics, to ensure that programs and services meet the needs of job seekers and employers.

**GENERAL DESCRIPTION**

Performs moderately complex (journey-level) budget preparation and analysis work. Work involves preparing, reviewing, and analyzing budgets and performance measures, and monitoring budgets and program performance. May provide guidance to others. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Performs duties under the supervision of the Senior Controller and/or Chief Financial Officer.

**EXAMPLES OF WORK PERFORMED**

- Analyzes expenditure/budget trends and projections at both the board and sub-recipient level for internal and external staff.
- Performs return on investment analysis. Calculates cost per participant based on complex variables.
- Oversees the infrastructure cost analysis. Oversees the infrastructure funding agreements and the shared facility contracts.
- Prepares budgets for grant applications.
- Assists in the analysis of expenditure patterns and cost drivers, and in making recommendations on the use of funds.
- Reviews financial and operating budget reports for accuracy and identifies areas in which more appropriate use of funds can be made.
- Analyzes budgets submitted by sub-recipients to ensure that sub-recipients are following board requirements.

- Works closely with Contracts Manager to ensure compliance with contractual expenditure benchmarks
- Keeps current with Federal, State, and local rules and regulations governing board operations. Assists the CFO in maintaining the board's policies and procedures.
- Acts as backup within the Fiscal Department as needed.
- May supervise the work of others.
- Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

- Graduation from an accredited four-year college of university with major course work in accounting, banking, finance, or a related field is generally preferred.
- Experience in accounting, budgeting, and financial operations.
- Education and experience may be substituted for one another.

### **Knowledge, Skills, and Abilities**

- Knowledge of generally accepted accounting principles and procedures affecting maintenance of accounting records and of automated accounting systems.
- Knowledge of governmental accounting; of budget control methods, policies, and procedures; and of laws and regulations pertaining to financial operations.
- Ability to interpret and apply accounting theory, to plan and coordinate financial programs, to plan procedures and coordinate accounting operations, to interpret laws and regulations, to communicate effectively, and to train others.
- Knowledge of Abila MIP Fund Accounting, Access, Word, and Outlook is preferred.
- Advanced knowledge of Excel required.
- Skill in problem solving.

### **Registration, Certification, or Licensure**

- Must possess a valid driver's license and have access to reliable transportation. Local, in-state, and/or out-of-state travel may be required.
- Must be legally eligible for employment in the United States.
- May be subject to a background check (verification of education, employment, references, credit history, and criminal background).

## **WORKFORCE SOLUTIONS CAPITAL AREA OFFERS A COMPREHENSIVE BENEFITS PACKAGE, INCLUDING:**

- Medical, dental, and vision insurance.
- Paid life insurance (Employee/Spouse/Child), long term disability (LTD), and AD&D.
- Supplemental life insurance option (Employee/Spouse/Child).
- Medical and dependent care Flexible Spending Accounts (FSA).
- 401(k) Savings and Investment Plan with company 4% Safe Harbor Contribution.
- Flexible paid time off (accrued vacation and sick leave).
- Paid parental extended leave.
- Paid professional development budget.
- Paid Employee Assistance Program (EAP).