

## BUDGET ANALYST

### Definition

Under general supervision, performs complex budgeting and accounting functions; conducts financial, statistical and analytical studies; prepares and assists in the preparation of financial reports; statements, and claims for reimbursement according to prescribed guidelines; performs related duties as required.

### Distinguishing Characteristics

The class differs from the Accountant Payroll and Financial job class in the complexity of duties and consequences of error. This job class requires the following: specialized subject matter expertise in the most complex budgeting and accounting functions; knowledge of general principles of accounting and school budgeting as well as significant, directly related, and progressive experience. Knowledge is applied to technical subject matter. Makes decisions of considerable impact or consequences involving highly specialized and/or technical areas requiring application and interpretation of data, facts, procedures, policy and law.

DUTIES AND RESPONSIBILITIES (any one position may not include all of the listed duties nor do all the listed examples include all tasks which may be found in positions within this classification)

### Accounting

Performs complex accounting functions for school district, outside agencies, internal office departments and programs; maintains chart of accounts and assigns codes in accordance with state reporting and local management requirements; reviews and reconciles account and fund balances; reviews documents and claims for accuracy, completeness and uniformity to rules, regulations and laws; coordinates, prepares and reviews year-end closing process and documents; monitors accounts receivable and accounts payable; performs periodic review of financial reports and verifies accuracy and fiscal solvency.

### Budgeting

Coordinates the development of budgets; provides information and assists staff and administrators in budget preparation, implementation, and control; prepares, balances, compiles and enters budget data; performs statistical analysis of cash flow and budgets; monitors and evaluates budgets and cash flow for appropriateness to ensure fiscal solvency and accountability.

### Communications and Technical Support

Maintains communication with clients regarding financial matters; provides information and technical support in the development and revision of policies and regulations; assists in the development and documentation of office systems and procedures; reviews proposed contracts for adherence to rules and regulations; trains, coordinates, and/or reviews the work of staff.

### Financial Reporting

Prepares complex financial reports as mandated by the administration, California Department of Education, and other agencies; assists in compiling data and interpreting legal reporting requirements and regulations; creates and maintains statistical reports; plans and monitors timelines to meet strict deadlines in report regulations; reviews grant letters, funding entitlement reports; reviews and verifies statistical and financial information including independent audit reports and long-term debt documents.

### Research and Data Analysis

Researches and analyzes financial data; creates, organizes, and maintains files using database and spreadsheet programs; retrieves and organizes data into required reporting formats; collects, retrieves and organizes data to identify financial discrepancies and resolve client inquiries; recommends solutions to clients and staff ensuring that corrections or changes are implemented properly.

## MINIMUM QUALIFICATIONS

### Education, Training and Experience

Any combination of education and training equivalent to a bachelor's degree which demonstrates ability to perform the duties as described, including courses in accounting and business procedures; recent related experience in a school district or public agency preferred; increasingly responsible experience in budgetary analysis and complex accounting procedures.

### Knowledge of:

Generally accepted accounting principles and procedures in governmental agencies; use and application of online payroll/accounting systems; standard software applications; principles and techniques of budget preparation, administration, statistical methods, technical writing, and related record keeping.

### Skills and Ability to:

Research, retrieve and organize data to prepare reports and financial documentation; analyze and audit data to detect, and correct errors; operate standard office equipment; set up and maintain spreadsheets and databases; accurately perform complex mathematical computations; organize and maintain accounting records; set priorities and organize work to meet strict deadlines; coordinate a variety of projects simultaneously; communicate effectively in both oral and written form; work independently and as a team member; adapt to changing program needs; establish and maintain positive working relationships with external clients; interpret and explain complex rules, regulations, policies and procedures; make decisions on a variety of complex matters in accordance with established procedures.

06/26/12