

STOCKTON UNIFIED SCHOOL DISTRICT

BUDGET ANALYST, STATE AND FEDERAL PROGRAMS

DEFINITION

The Budget Analyst will oversee the department's fiscal operations and the work of the accounting staff. Collaborate with district managers and staff of other departments to ensure that schools and the departments have accurate and timely budget information. Perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Budget Manager (in coordination with the Director of State and Federal Programs or designee), and will supervise and give direction to the State and Federal Programs Department's accounting staff.

REPRESENTATIVE DUTIES– (Incumbents may perform any combination of the essential functions shown below ((E)). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Monitor and screen expenditures in human and material resources to ensure compliance with state and federal statutory and regulatory requirements (E).

Oversee and participate in the coordination of position control and placement of all sites and district staff funded by the department (E).

Develop and maintain an internal fiscal control system for the allocation and expenditures of funds by department and sites (E).

Supervise and evaluate the State and Federal Department's accounting staff (E).

Coordinate the workflow to ensure deadlines are met as they relate to payroll, purchasing, personnel, and state and federal funding applications (E).

Provide assistance and guidance to other departments and schools regarding state and federal programs fiscal guidelines and regulations, including training for administrators, specialists, and account clerks.

Maintain communications with principals and staff regarding the expenditures of state and federal funds.

Research and compile financial reports as required by district, state and federal offices (E).

Develop and implement standards and procedures to ensure quality control and to make recommendations on fiscal needs and procedural improvements.

Assist in planning, organizing and coordinating the fiscal resources of the department.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Budget and accounting, fiscal procedures, policies and methods of the Consolidated Programs which include but are not limited to federal programs Titles I through VI, state programs; Economic Impact Aid State Compensatory Education, Economic Impact Aid LEP, School Improvement Program, Drug Free, Eisenhower, Tobacco Use prevention, Miller Unruh, California Professional Development
- Compliance regulations for expenditure and allocation of funds as they relate to the consolidated programs of the departments

- Auditing control procedures
- Financial analysis procedures
- Principles of office management and effective supervision
- District personnel, accounting and business practices and procedures
- Problem solving and report writing techniques as well as techniques for date organization and presentation

Ability to:

- Work effectively and collaboratively with others
- Organize, coordinate and supervise effectively the of staff
- Communicate effectively orally and in writing
- Analyze complex regulations, interpret data, organize data, and prepare clear and concise reports
- Learn, comprehend, interpret and apply regulations, guidelines and policies
- Analyze problems and recommend appropriate solutions
- Accept direction and suggestions for growth and improvement

EDUCATION AND EXPERIENCE

- Associate of Arts degree or course work in business at the college level
- Experience and training equivalent to three (3) years in the accounting and business field with at least two (2) years in a highly responsible position in special projects. At least one of the years of experience must involve the coordinating and facilitation of the work of others in special programs.

LICENSE AND CERTIFICATE

- Possession of a valid California driver’s license
- Valid First Aid and CPR certificates must be obtained within sixty (60) days from date of hire.

WORKING CONDITIONS:

Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

SALARY PLACEMENT

Management Team

Tier 5, Range 01

12-month work year

Board Approval: 04/26/07, 02/26/19

Management re-alignment effective 03/01/19