

## **BUDGET ANALYST – BUSINESS SERVICES**

### **DEFINITION**

Performs a variety of responsible high-level budgetary functions to include complex budget analysis, multi-year projections, financial and statistical data for state reports; Revision of school and program budgets, maintains position control system, provides resource materials for negotiations, and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Budget and may exercise supervision over clerical staff as needed.

**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.)**

- Analyzes and compiles District income and expenditure data and information.
- Responsible for leading and participating in the most difficult and complex budgetary, revenue determination and management analysis projects. Essential to this is regular contact with all District departments, school sites, and charter schools.
- Assists in the preparation of preliminary and final budgets annual; assists with the development of guidelines and procedures; assists in preparing revised budget estimates for revenue and expenditures.
- Conducts financial analysis and provides financial data as required for District negotiations.
- Prepares and presents oral and written reports of work performed, including conclusions, findings and recommendations.
- Reviews board minutes for items that may impact the budget and makes appropriate recommendations.
- Interacts closely with the Chief Business Official, the Director of Budget, program managers and other District personnel with regard to changes in the budget.
- Coordinates position control system.
- Advises administrators of budget balance, resolves problems and discrepancies and makes revisions as necessary in compliance with established policies and procedures.
- Provides charter fiscal oversight.
- Performs related duties as assigned.

### **QUALIFICATIONS**

Knowledge of:

- Public administration principles and practices
- Governmental budgeting methods and the operational relationships between the budgeting, accounting and data processing functions
- Basic accounting, budgeting and fiscal accountability methods

- Principles and practices and their applications to a variety of budget transactions and problems
- Problem solving processes and techniques
- Office machines and computers, including spreadsheet and database applications.

Ability to:

- Develop, implement and maintain a highly complex reporting system for budgetary data
- Collect and analyze information as it relates to budget planning and unit cost accounting
- Compose clear, complete and concise correspondence and reports
- Establish and maintain effective work relationships with those contacted in the course of work
- Understand and implement complex oral and written directions
- Perform complex arithmetic calculations with accuracy and speed.

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.

License or Certificate

- Possession of a valid California driver's license
- Valid First Aid and CPR certificates must be obtained within six months from the date of hire.

**WORKING CONDITIONS:**

Physical Demands:

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

**SALARY PLACEMENT**

Management

Tier 5, Range 01

12-month work year

Board Approval: 06/24/97, 02/26/19

Management re-alignment effective 03/01/19