



CLASSIFIED
Job Classification Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 22-2022/23
 DOCUMENT NO. 10-2022/23
 DATED 10/19/2022

<u>BUDGET ACCOUNTING ANALYST</u>	
DEPARTMENT/SITE: Fiscal Services REPORTS TO: Chief Financial Officer	SALARY SCHEDULE: Classified Bargaining Unit SALARY RANGE: 39 WORK CALENDAR: 261 Days FLSA: Non-Exempt

PURPOSE STATEMENT:
 Under the general direction of the Chief Financial Officer, the Budget Accounting Analyst assists the department in the formulation, analysis and execution of the assigned budgets; identifies budget variances and recommends appropriate actions to comply with fiscal requirements and budget guidelines; analyzes costs of programs and services; and provides analytical information as required by administrative and program personnel and/or regulatory agencies. The incumbents in this classification provide the school community with budget and financial information, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS
 This position provides assistance in the formulation, analysis and execution of the assigned budgets, identify budget variances and analyze and recommend appropriate actions. This class differs from the Lead Budget Accounting Analyst, which is a Confidential, non-represented class, responsible for leadership in forming and executing the annual District budget.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:
The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

- Analyzes financial information related to assigned budgets (e.g., budget reports, ASB funds, expenditures, variances, projections) to identify budget variances, compile statistical information, identify long-term budgetary goals, and/or conform to established guidelines.
- Assists administrative staff and other school officials with proposed program changes to provide assistance to all levels of management in the resolution of assigned budget issues.
- Assists auditors by providing supporting documentation and/or information as needed.
- Assists staff with technical budgeting issues to provide support in preparing the information and data required for developing budgets, controlling expenditures and/or preparing budget revisions.
- Calculates cost allocations and projections for a variety of supplies, textbooks, personnel, etc. to determine the financial resources needed and/or used to accomplish the District's educational goals.
- Compiles statistical and budget data to develop budget recommendations, provide narratives, and/or ensure compliance with established regulatory guidelines.
- Develops special and regular financial reports to summarize budget and financial data for management and school official use in their decision-making processes.
- Distributes materials (e.g., budget forms, work papers) to support the needs of those involved in planning, submitting or reviewing budgets.

MUSD BOARD APPROVED: DECEMBER 12, 2023 MOTION NO. 58-2023/24 DOCUMENT NO. 202-2023/24
--

- Maintains manual and electronic files, documents and records (e.g., account structure, current and historical budget data, financial records) to provide up-to-date reference and audit trail.
- Monitors assigned budgets to ensure proper expenditures and compliance requirements.
- Participates in unit meetings, in-service training, workshops, etc. (e.g. CASBO) to convey and/or gather information required to perform job functions.
- Prepares a wide variety of written materials and electronic financial and budget information (e.g. expenditure reports, narratives, personnel worksheets, financial reports, state mandated reports) to document activities, provide reference, convey information, and comply with established financial, legal and/or administrative requirements.
- Prepares assigned budgets, including working with grants, and with program administrators in developing and maintaining program budgets; provide budgetary information to administration, board members and a variety of public organizations in compliance with established regulatory and/or program guidelines.
- Processes budget-related documents (e.g., time sheets, account transfers, encumbrances) by updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Responds to inquiries of staff and administration regarding financial procedures to provide information, direction and/or referral for addressing inquiry.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory district trainings.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Government Accounting Standards Board (GASB)
- Generally accepted accounting/bookkeeping principles (GAAP)
- Financial analyses and/or budget analyses
- Advanced math
- English usage, grammar, punctuation, and spelling
- Accounting related software, including spreadsheets and word processing
- Principles and objectives of budget preparation
- Codes, laws, regulations, policies related to accounting
- Customer service principles and practices

Skills and Abilities to:

- Review and interpret highly technical information
- Perform accounting procedures and standard bookkeeping
- Prepare and maintain accurate records
- Gather, collate, and/or classify data
- Work with a diversity of individuals and/or groups in a variety of circumstances
- Problem solve situations and data to define issues and draw conclusions
- Establish and maintain effective working relationships
- Speak persuasively to implement desired actions
- Meet deadlines and schedules, including setting and adapting to changing priorities
- Maintain confidentiality
- Work as part of a team
- Be flexible to quickly adjust to changing situations
- Handle frequent interruptions
- Show attention to detail
- Provide quality customer service

RESPONSIBILITY:

Responsibilities include working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Four (4) years of increasingly responsible experience in preparation of financial, auditing, or statistical record keeping and one year of recent use of spreadsheets.

Equivalency – Two (2) years of college level study in business administration, accounting, bookkeeping or related field from an accredited college or university can be substituted for one year of experience.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through District’s provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is performed in an indoor office environment and generally requires sitting for extended periods of time, with some standing and walking
- Lifting, carrying, pushing, and/or pulling equipment and boxes of light weight
- Manual dexterity to operate a computer keyboard and office equipment and handle paperwork
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Stooping, kneeling, crouching, and/or crawling and reaching overhead to access equipment and files