

Madera Unified School District Classified Job Description

Budget Accounting Analyst

Purpose Statement

The job of Budget Accounting Analyst was established for the purpose/s of providing support to the educational process with specific responsibility for assisting the department in the formulation, analysis and execution of the assigned budgets; identifying budget variances and recommending appropriate actions to comply with fiscal requirements and budget guidelines; analyzing costs of programs and services; and providing analytical information as required by administrative and program personnel and/or regulatory agencies.

This job reports to Director of Fiscal Services.

Essential Functions

- Analyzes financial information related to assigned budgets (e.g. budget reports, expenditures, variances, projections, etc.) for the purpose of identifying budget variances, compiling statistical information, identifying long-term budgetary goals, and/or conforming to established guidelines.
- Assists administrative staff and other school officials of proposed program changes for the purpose of providing assistance to all levels of management in the resolution of assigned budget issues.
- Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Assists staff with technical budgeting issues for the purpose of 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. for the purpose of determining the financial resources needed and/or used to accomplish the District's educational goals.
- Compiles statistical and budget data for the purpose of developing budget recommendations; providing narratives; and/or ensuring compliance with established regulatory guidelines.
- Develops special and regular financial reports for the purpose of summarizing budget and financial data for management and school official use in their decision-making processes.
- Distributes materials (e.g. budget forms, work papers, etc.) for the purpose of supporting the needs of those involved in planning, submitting or reviewing budgets.

- Maintains manual and electronic files, documents and records (e.g. account structure, current and historical budget data, financial records, etc.) for the purpose of providing up-to-date reference and audit trail.
- Monitors assigned budgets for the purpose of ensuring proper expenditures and compliance requirements.
- Participates in unit meetings, in-service training, workshops, etc. (e.g. CASBO, etc.) for the purpose of conveying and/or gathering 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, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Prepares assigned budgets, including working with program administrators in developing and maintaining program budgets for the purpose of providing budgetary information to administration, board members and a variety of public organization in compliance with established regulatory guidelines.
- Processes budget-related documents (e.g. time sheets, account transfers, encumbrances, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Responds to inquiries of staff and administration regarding financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment including using pertinent software applications; performing accounting procedures; performing standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; financial analyses and/or budget analyses; electronic spreadsheets and worked processing; principles and objectives of budget preparation; and management evaluation and analysis.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is

required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

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.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

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

Education High school diploma or equivalent.

Equivalency Two 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.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical Exam

Certificates

None Specified

Continuing Educ./Training

None Specified

Clearances

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

Physical Demands(A)

FLSA Status

Non Exempt

Approval Date

7/21/11

Salary Range