

## **BUDGET ANALYST**

### **CLASS SUMMARY**

Under general direction, plans, organizes, coordinates, and assists in the development and management of the District's budgets; leads and coordinates the work of other staff members on specific projects; prepares financial and special reports; prepares, maintains, and analyzes confidential records and other materials related to district fiscal matters and collective bargaining; assumes and performs related duties and responsibilities as required.

### **REPRESENTATIVE DUTIES**

Conducts complex and varied studies appropriate to the development and revision of the district budget and related processes; compiles budget projections and prepares tentative, proposed, and final adopted budgets; maintains direct contact with district staff and cost center managers in budget preparation, implementation, and control; provides budget position control, monitors the district's and the colleges' salary and wage allocations; performs thorough research and analysis and compiles statistical data and materials related to collective bargaining and management of the collective bargaining agreements; serves as a resource person and participant in collective bargaining on behalf of the District as a Confidential employee; assists in day-to-day activities and projects including the budget allocation process, budget administration, budget calendar management, and financial reporting analysis; maintains the budget account structure in accordance with state laws, regulations, and local management needs; controls budget revisions and transfers; prepares intermediate and long-range projections of resources and appropriations; provides information to and otherwise assists designated auditors; recommends policies and procedures for budgeting and cost control; coordinates budget data and related statistical information or documents with local, state, and federal agencies and the State Chancellor's Office; coordinates the work of clerical support staff.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Executive Director of Fiscal Services and coordinates the work of clerical support staff.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Graduation from a recognized college or university with a baccalaureate degree in business administration, accounting or closely related field, or equivalent education, training, and/or experience and three years of recent experience in the preparation and analysis of fiscal

**BUDGET ANALYST cont'd**

operation and budget data is required, preferably in a governmental agency or environment. Additional experience that has demonstrated that the applicant has acquired and successfully applied the knowledge and abilities shown above may be considered.

**Knowledge and Abilities**

Knowledge of: methods of budgeting for school districts and colleges; generally accepted accounting principles for school districts and colleges as required by the California Budget and Accounting Manual, the California Education Code, and other governmental regulations; financial analysis and research procedures, modern data processing systems and procedures, administrative analysis techniques, and general principles of supervision, communication, and training; micro computer spreadsheet and word processing software.

Ability to: work independently ; manage district budgets and provide assistance in preparation of departmental and program budgets; coordinate budget data input and prepare clear and comprehensive financial reports; implement procedures for specialized budgets; speak and write clearly; communicate effectively; establish and maintain effective working relationships; estimate and understand the effect and impact of governmental rules and regulations; conduct technical analysis; use micro computer spread sheet and word processing software proficiently; utilize departmental personal computer-based and client-server computerized systems; develop and maintain expertise in utilization of General Ledger, General Ledger subsystems, and reporting systems applications and train other users, both individually and in groups, to use such applications; gather and analyze data; reason logically and draw valid conclusions; analyze situations and make appropriate decisions; learn, interpret and apply complex laws, rules, regulations, policies and precedents to budget problems and develop effective solutions; clearly communicate ideas and recommendations; communicate effectively with employees and management regarding budget issues.

Skills: communicate effectively with employees and management, especially in those matters associated with the management and control of budgets; organize and prioritize work.