

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### BUDGET ANALYST

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#### **DEFINITION:**

Under the direction of the Senior Director-Financial Services, perform specialized and complex work in the development, control and analysis of District budgets; assist with District budgetary functions.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinate the development, preparation and implementation of District budgets; oversee applicable grant funds.
- Coordinate budgetary functions of District position control system; collaborate with outside departments to assure changes meet District guidelines and budgetary restraints.
- Collaborate in the preparation of revised budget estimates for revenue, expenditures and beginning fund balances, including calculation of carryover balances; participate in budget reviews.
- Prepare statistical information regarding District costs for salary and other related personnel cost proposals during collective bargaining processes.
- Input a variety of budgetary and other financial data into an assigned computer system; maintain various automated records and files; initiate queries, develop spreadsheets and generate a variety of computerized reports and statements; assure accuracy of input and output data.
- Maintain, audit and reconcile budgets; assemble, match, sort, tabulate, check a variety of financial and statistical data; review, adjust and assure accuracy of data entries; balance and adjust accounts.
- Research, compile, prepare and revise financial data related to budgets, accounts and activities; prepare and maintain a variety of auditable financial records, reports and files related to budgets, accounts, income, expenditures and assigned activities; assemble and distribute related materials; assure mandated reports are submitted to appropriate agencies according to established time lines
- Collaborate with the preparation of County, State and federal required budgetary reports and forms.
- Serve as a technical resource to administrators and staff regarding District budget guidelines and regulations to assure proper application; advise administrators of budget account balances, resolve discrepancies and make revisions as necessary in accordance with established policies and procedures.
- Prepare and review expenditure and appropriation transfers under the direction of the Senior Director.
- Prepare and submit a variety of reports to the Board of Education.
- Prepare division, department and site budget preparation forms; enter and reconcile budget data.
- Review and evaluate budget proposals and provide technical consultation concerning short and long-term impact of proposal specifications.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of standard office equipment including computer and assigned software.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

- Any combination equivalent to: Associate's degree in business, finance or related field and four years' experience with government or school budgets.

### **Knowledge of:**

- General accounting, budget and business functions of an educational organization.
- California School Accounting Manual coding requirements.
- Preparation, review and control of budgets and accounts.
- Preparation of financial statements and comprehensive budget reports.
- General theory and application of budgetary planning and control in a school system.
- Financial and statistical record-keeping techniques.
- Methods, procedures and terminology used in technical accounting work.
- Applicable laws, codes, regulations, policies and procedures.
- Financial analysis and projection techniques.
- Data control procedures and data entry operations.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.
- Arithmetic computations.

### **Ability to:**

- Evaluate and project annual income and expenditures to determine budget requirements.
- Maintain accurate financial and statistical records.
- Analyze financial data and prepare reports, forecasts and recommendations.
- Verify, balance and adjust budgets and accounts.
- Review, process, evaluate and verify a variety of budgetary and financial information.
- Identify, investigate and resolve financial errors and discrepancies.
- Assemble, organize and prepare data for records and reports.
- Reconcile, balance and audit budgets and accounts.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Compare numbers and detect errors efficiently.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Meet schedules and time lines.

## **WORKING CONDITIONS:**

### **Work Environment:**

- Office environment.
- Constant interruptions.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.

- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 5/13/14**

**Board Approved: 5/19/14**

**FLSA Status: Exempt**

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