

Job Description

Job Title: **Budget Analyst**
 Job Family: **Central Administration Support**
 Pay Program: **Classified**
 Prepared/Revised Date: **August 8, 2005**

Job Code: **5000**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 30**
 Typical Work Year: **12 months**

SUMMARY: Responsible for assisting in the budget process including analysis of budgets throughout the year. Responsibilities include tracking expenses; reconciling salaries and benefits; purchasing; accounts receivable; disbursing payments for reimbursements; and voucher payment of purchase services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Create and maintain financial ledgers and budget spreadsheets for assigned departments, accounts and/or programs. Review and post budget transfers and vouchers. Make journal entries and reconcile to the District accounting system. Develop and request new financial accounts as needed for grants, new programs or specific accounts. Reconcile bank statements. Review cash deposits. Close accounts as appropriate. Work with schools and departments on budget issues.	D	50%
2. Initiate and monitor the processes for purchasing, receiving and distributing materials/supplies for assigned departments or programs. Assists supervisor with annual budget process. Works with schools and departments on budget issues. Initiate voucher requisition payments for purchase service payments	D	15%
3. Implement personnel change paperwork indicating correct accounting codes. Create financial and other reports. Audit, review, verify and authorize for payment, expenditures and transfers of expenditures for appropriate accounting. Audit payroll expense and liability accounts.	W	10%
4. Manage funds, which may include depositing checks, disbursing payments, reconciling checking and cash funds and making journal entries to proper accounts. Review purchase card transactions and accounts; make appropriate changes to transactions and complete monthly reports.	W	5%
5. Assists with, reviews, creates, annual, semi-annual, and monthly reports, counts, audits and processes. Does statistical analysis	A	5%
6. Perform other job-related duties as assigned.	Ongoing	15%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in accounting.
- Two years of experience in accounting or payroll.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Basic mathematics, accounting, writing, computer software and 10 key adding machine skills.
- Exceptional organizational skills.
- Knowledge of accounting systems in order to create and maintain databases, spreadsheets, financial reports.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, Superintendent Policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Windows, Access and PowerPoint.
- Advance operating knowledge of Microsoft Excel.
- Operating knowledge of District financial system and District student information system preferred, required within 3 months of entering position..
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, 10-key, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director of Special Education or Director of Budget and Accounting	3095 or 5032

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsibility for analyzing and monitoring budgets, maintaining and reconciling accounts.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	