

DUBLIN UNIFIED SCHOOL DISTRICT

Budget Analyst Job Description

Purpose Statement

The job of Budget Analyst is done for the purpose/s of providing independent, analytical and technical budget analysis; research, compile, analyze and review complex and technical accounting data, records, and statistics; providing direction for department activities with specific responsibility for assisting in formulation, analysis and execution of the annual budget; identifying budget variances and recommending appropriate actions to comply with fiscal requirements and budget guidelines; and providing analytical information as required by administrative and program personnel and/or regulatory agencies. This job reports to the assigned Supervisor.

Essential Functions

- Analyzes financial information related to areas of service assigned for the purpose of identifying budget variances, compiling data, identifying long-term budgetary goals, ensuring accuracy and conforming to established District practices, external regulatory requirements and CSAM coding standards.
- Assists auditors and staff for the purpose of providing supporting documentation and/or information on internal processes that are required for audit, preparing the information and data required for developing budgets, controlling expenditures and/or preparing budget revisions.
- Identifying problems and troubleshooting the District's detailed budget preparation process, including data entry, matching the budget development systems, uploading and checking the overall and site-specific budgets after entry into the county financial software. Ensures that budget allocations are properly reflected in California School Accounting, Standardized Account Code Structure (SACS) reports and the budget.
- Analyzes highly complex problems and/or variances with budgets and takes immediate appropriate action to remedy issues. Manages the development and dissemination of information to district personnel, including budget reports, income and expenditure projections; complex financial information for various funds, cash reporting, forecasts, and future revenues and expenses.
- Prepares and maintains a variety of financial and statistical data, and generates a variety of federal, state and District records and reports related to budget activity, funding and expenditure levels; prepares related worksheets.
- Compiles organizes and maintains current cost accounting and statistical data. Assists in the development and monitoring of the District's position control system to ensure that all District employees are in a valid, authorized position within the District's operating budget.
- Performs a monthly budget to actual analysis of revenues and expenses for assigned programs.
- Assists in preparation and submission of the District's adopted and interim budget reports and related documentation to the County, State and other external agencies; ensures that budgetary technical checks are cleared prior to submission.
- Maintains deferred revenue records; sets up deferred revenue dollars at year-end and prepares transfer documents to reflect dollars in current year.
- Regularly revises and updates budgets based on year-end closing data, revised grant letters, and new funding.
- Monitors budgets on a regular basis to ensure that all funds and resources are balanced and that no fund, resource or account code group has a negative balance. Assures that budgets do not exceed authorizations, nor underestimate requirements for staffing, supplies, etc.
- Prepare and compile student attendance reports for P1, P2, and PA.
- Assist supervisor in budget development, multi-year projections, and SACS reporting.
- Monitors budget transfers and journal entries and approves when necessary.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Responds to inquiries from a wide variety of sources (e.g. other employees, vendors, auditors, etc.) for the purpose of facilitating communication and/or providing guidance among several parties; providing information and/or referral for addressing inquiry.

- Trains district personnel on a wide variety of fiscal activities (e.g. budgets, generating and interpreting financial data and reports; assists co-workers by reviewing data, resolving problems and answering questions regarding categorical programs and position control).

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Recommends policies, procedures and/or actions on issues that relate to assigned accounting functions for the purpose of providing direction and/or decision making.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing accounting procedures; performing standard bookkeeping; preparing and maintaining accurate records; analyzing budgets; analyzing data; applying assessment instruments; auditing financial reports; classifying data and/or information; and planning and managing projects.

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: California Education Code and District departmental procedures and practices; principles and procedures of public agency fiscal management and budget issues; accounting/bookkeeping principles; accounting, budgeting and fiscal management methods and terminology; financial analyses and/or budget analyses; electronic spreadsheets and word processing; principles and objectives of budget preparation; and management, evaluation and analysis techniques.

ABILITY is required to schedule activities; meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide 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 analyze issues and create action plans. Problem solving with data frequently 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: planning, and organizing a variety of fiscal operations; analyzing, generating, evaluating and implementing financial procedures; prepare clear, concise and comprehensive reports and recommendations orally and in writing; 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 using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some 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 80% sitting, 15% walking, 5% standing. This job is performed in a generally clean and healthy environment.

Experience Five (5) years of accounting experience, a B.A. in Accounting or a combination of both with increasing levels of responsibility.

Education B.A. in Accounting or equivalent combination of education and experience, preferably in an educational agency.

Required Testing

Job-Related Skills Proficiency Test

Certificates

None Specified

Continuing Educ./Training

State and district mandated training

Clearances

Tuberculosis Clearance

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

Board Approval 5/23/23

Salary Range

Schedule A, Range 28
242 Days plus 18 Holidays