

VAL VERDE UNIFIED SCHOOL DISTRICT

Budget/Fiscal Analyst

DEFINITION

Under the direction of the Director of Fiscal Services, perform specialized and technical work in the development, maintenance and analysis of assigned District budgets; research, compile, analyze and review complex and technical accounting data and records; assure the preparation and maintenance of comprehensive financial and statistical records and reports.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

Perform specialized and technical work in the development, maintenance and analysis of assigned District budgets; prepare and distribute funding allocations to assigned school sites; assure District financial activity complies with State and federal regulations. Research, compile, analyze and audit complex and technical accounting data and records; review information and develop methods for distributing funds to school sites; audit expenditures and requisitions; assure records and reports comply with established guidelines and coding standards. Assure the preparation and maintenance of comprehensive financial and statistical records and reports; generate a variety of federal, State and District records and reports related to budget activity, funding and expenditure levels; prepare related worksheets. Monitor budget expenditures and keep administrators current regarding spending levels and budget activity; monitor and approve program funding transfers as assigned. Prepare financial projections and forecasts for project funding, expenditure levels and salary and benefit costs for assigned District programs. Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns related to fiscal activities, annual audits, program operations and budget rules, regulations and procedures. Consult administrators and District personnel in the development of various budgets and preparation of various forms; prepare instructional materials related to proper budget management procedures as assigned. Operate a variety of office equipment including a copier, telephone, fax machine, calculator, computer and assigned software. Attend and participate in assigned meetings and conferences; coordinate and conduct workshops and in-services concerning program guidelines and financial record-keeping and reporting. OTHER DUTIES: Perform other duties, related to the job, as assigned

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of: General accounting, budget and business functions of a school district. Preparation, review and control of assigned budgets. Preparation of financial statements and comprehensive budget reports. Applicable laws, codes, regulations, policies and procedures. Financial and statistical record-keeping techniques. Financial analysis and projection techniques. Budgeting practices regarding monitoring and development. Basic research methods. Oral and written communication skills. District organization, operations, policies and equipment. Interpersonal skills using tact, patience and courtesy. Modern office practices, procedures and equipment. Budget control and revenue projections. Policies and objectives of assigned programs and activities. Operation of a computer and assigned software.

Ability to: Perform specialized and technical work in the development, maintenance and analysis of assigned District budgets. Research, compile, analyze and review complex and technical accounting data and records. Assure the preparation and maintenance of comprehensive financial and statistical records and reports. Interpret, apply and explain applicable rules, regulations, policies and procedures. Process and record accounting transactions accurately. Compare numbers and detect errors efficiently. Analyze financial data and prepare forecasts and recommendations. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others. Meet schedules and time lines. Plan and organize work. Operate a computer and assigned software

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree in accounting or business administration and three (3) years professional experience in budget development, forecasting and analysis

Experience: Three years of related experience of which two years were at a responsible level. Direct experience in performing two or more of the following is required: Financial or budget analysis, accounting operations, analysis and systems development, program accounting, or processing of payroll. Experience may be substituted for college level training.

SKILLS

Must pass the District's accounting skills test containing a large percentage of numerical or tabular data; operate calculators and adding machines efficiently.

LICENSES AND/OR CERTIFICATES

May be required to possess a valid and appropriate California Driver's License depending on assignment.

EMPLOYMENT STATUS

Confidential

Classified Confidential Salary Schedule 202, Row 1