

Escondido Union High School District Job Description

Job Title: Budget Analyst
Employee Unit: Non-Represented Classified
FLSA Status: Exempt
Salary Level: Range 19
Approved By: Board of Trustees
Approved Date: 08/17/99

SUMMARY

Compiles and analyzes income expenditure data and maintains related accounting systems to assure funds are controlled in order to implement the goals and objectives of the district by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Compiles and analyzes income and expenditure data. Assists in the preparation, planning and monitoring of district budget.

Reviews operating budgets periodically, under the direction of the Director of Finance, to analyze trends affecting budget needs.

Researches and compiles statistical information as directed.

Processes budget transactions and adjustments.

Consults with administrators as needed to ensure adjustments and/or budget transfers are made in accordance with program changes in order to facilitate long term plannings.

Assists in the preparation of annual financial statement and regular and special budget reports.

Maintains related accounting and automated systems for district funds and programs.

QUALIFICATIONS 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.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university; or a minimum of three years of increasingly responsible experience in the preparation and analysis of fiscal operations, budget control and accounting; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts. Ability to apply mathematical operations to tasks.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES Clerical and Administrative Support positions require a working knowledge of Microsoft computer applications, including Microsoft Word, Excel, GroupWise.

Ability to understand and analyze district budget, and to disseminate fiscal information in a manner that is understandable to non-accounting individuals such as Administrators and secretaries who are responsible for department or site budgets. Ability to effectively use electronic spreadsheets and efficiently operate computers to draw and interpret graphs and other formats. Ability to write effectively and communicate persuasively. Ability to maintain effective working relationships with other staff.

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

COMMENTS

As a representative of the Escondido Union High School District, this individual is expected to present a professional appearance and must have a commitment to accuracy, with a penchant for detail. As a member of the Financial Services team the employee placed in this position must demonstrate the ability willing to provide friendly, courteous information and service to staff members throughout the district.