

**WALNUT VALLEY UNIFIED SCHOOL DISTRICT**

JOB TITLE: BUDGET ANALYST (BARGAINING UNIT)

**BASIC FUNCTION**

Under general supervision and direction of the Accounting Supervisor and Directors, assists in the organization, development and compilation of a variety of materials for use in the District's budget preparation and ensuring that facility project contracts and budgets comply with the State School Construction program requirements; to prepare fiscally related statistical and analytical reports; to input statistical data into computer; and performs other budgetary, accounting and audit related duties as required. Incumbents in this classification provide students and staff with a variety of specialized accounting and budget control fiscal functions and services which in turn directly support learning.

**ESSENTIAL JOB FUNCTIONS**

- Assists in the organization, preparation, maintenance and monitoring of budget and expenditure control process
- Gathers, processes and interprets various statistical data and other information
- Develops and maintains the District Chart of Accounts for the District's general and special fund revenues and expenditures
- Coordinates the release of budget forms and the collection of budget data and verifies them for completeness and accuracy
- Prepares accounting, budget and fiscally related reports required by County, State and Federal agencies
- Prepares annual expenditure reports including reports for certain categorical programs
- Assists in the preparation of management informational reports
- Ensures all appropriate approvals have been obtained prior to revising project budgets and issuing project payments
- Reviews, examines and enters invoices into data systems for payment processing, and prepares documentation for various audits
- Attends meetings
- Builds and sets up budget templates, and develops budgets and projections for multiple projects
- Tracks stop notices from sub-contractors, withholds retentions and retention balances pending final project completion approvals
- Reconciles reports from program-specific software to in-house financial system
- Assists various District personnel in regard to problems, issues and concerns pertaining to program budgeting and accounting reports
- Performs a variety of technical and analytical analyses to ensure that guidelines and operational procedures are adhered to in the accounting, budget maintenance and expenditure control processes
- Verifies and approves budgetary accounts on personnel requests.
- Prepares cash projections
- Assists external auditors by providing requested accounting and budget data including records and documentation required for state-funded projects
- May maintain position control system to ensure accuracy and tracking of positions relative to the budget

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- Organizes the preparation of materials for posting and input data in an automated record management, storage and retrieval system
- Performs a variety of technical accounting clerical functions
- Reviews vendor contract proposals to cross-reference with billings and monetary agreements
- Performs other duties related to the class as assigned

### JOB REQUIREMENTS – QUALIFICATIONS

#### Skills, Knowledge and/or Abilities Required:

##### Skill to:

- Establish and maintain cooperative working relationships
- Work courteously and tactfully with co-workers, public and parents and promotes team building and a positive environment
- Adapt easily to work assignments, additional priorities, and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to supervisor as appropriate

##### Knowledge of:

- Methods, practices and procedures of school district accounting and budget record management and reporting
- GAAP-generally accepted accounting procedures, SACS-Standard Account Code Structure of the State of California, and related financial applications)
- Concepts of position control and online payroll applications
- Legal mandates, policies, regulations and guidelines pertaining to budget planning and accounting record management and reporting processes
- Operation of manual and computer assisted accounting and budget control record management systems
- Accounting and budget development theories and principles, and software
- Modern office practices, procedures, techniques, and equipment/machines

##### Ability to:

- Perform responsible and technical budget analysis and planning, and account expenditure control functions
- Prepare, review, and analyze fiscal, statistical and narrative reports in a clear and concise manner
- Effectively review, audit and verify accounts, budget control and related summaries and reports
- Serve as a resource to a variety of personnel pertaining to accounting and budget planning and control
- Understand and carry out oral and written directions
- Work independently to meet deadlines
- Organize and prioritize work
- Apply mathematical and statistical concepts and spreadsheet functions to identify and solve complex accounting and statistical calculations and problems

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**PHYSICAL DEMANDS**

Persons performing service in this position classification will be expected to perform light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, an incumbent must have the ability to do substantially all of these activities. If someone can do light work, it is deemed that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION REQUIREMENT**

Experience:

Three (3) years of technical budget control record management and reporting experience, preferably in an educational agency fiscal service unit.

Education:

Equivalent to the completion of High School, to include post-secondary training and at least fifteen (15) units of coursework in accounting, budget analysis and control or other fiscally related areas. A Bachelor's degree in accounting, finance, or business, financial auditing or a closely related field is preferred.