

Oak Grove School District

JOB TITLE: BUDGETING AND ACCOUNTING ANALYST

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To coordinate the District's budget development calendar; to prepare and route budget requests to programs and respond to inquiries; to compile preliminary, tentative and final budgets of the District; to monitor budgets of approved District programs; to maintain budget files and attendance accounting records; to prepare and submit fiscal and attendance reports to various government agencies as required; and to perform other, job-related duties as required. This job class receives general to limited supervision from the Controller or his/her designee and within a framework of standard policies and procedures. This job class requires a high degree of technical and specialized accounting and budgeting knowledge and skills. This job class also requires the utilization of initiative and problem-solving skills.

TYPICAL DUTIES

- Prepares and routes budget requests to program managers and respond to related inquiries.
- Compiles preliminary, tentative and final budget for the district and monitor the approved budgets for all district programs.
- Maintains budget files and records.
- Coordinates the gathering of attendance accounting records and documents from the schools and special education programs and prepares corresponding reports for submission to top management and various government agencies.
- Operates the computer and word processing equipment to prepare the required reports and assists in the design of appropriate systems and programs to create desired printouts.
- Compiles financial information on mandated costs for submission of claims for reimbursements and assists in the design of appropriate system and procedures to insure orderly and periodic gathering of accurate information from all sources.
- Prepares monthly bank reconciliation of all checking accounts under the General Fund and Student Body Funds and coordinates the posting of all adjusting and reconciling entries for this purpose.
- Monitors district cash resources, forecasts district cash flows and cash requirements.
- Assigns and/or reviews account coding and monitors status of program expenditures versus their respective budgets to program managers and top management.

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TYPICAL DUTIES (Continue)

- Prepares year-end compliance reports for submission to County and various governmental agencies.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

- Knowledge of proper office methods and procedures.
- Knowledge of the California State school finances laws and regulations.
- Knowledge of the principles and practices of governmental accounting and budgeting as they relate to California school districts.
- Knowledge of data processing and its uses as it pertains to data entry and report processing of budgeting and attendance accounting reports.
- Skill to analyze accounting and budgeting data and prepare clear and accurate reports.
- Skill to operate office equipment and machines including but not limited to computer terminals, typewriter, and calculator.
- Skill to assist in designing and operating data processing programs for district budgeting and attendance accounting needs.
- Skill to effectively communicate in both oral and written form.
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties.