

**PLEASANTON UNIFIED SCHOOL DISTRICT**

**Job Description**

<b>Title:</b>	Budget Analyst	<b>Reports to:</b>	Program Administrator/Supervisor
<b>Job Category:</b>	Fiscal/Accounting	<b>Classification Unit:</b>	Classified
<b>Board Approval:</b>	12/16/2021	<b>Current Salary Grade:</b>	29
<b>Job Description Revised:</b>		<b>FLSA Status:</b>	Non-Exempt

**JOB SUMMARY:**

Under the general supervision of the Program Administrator/Supervisor, perform a variety of specialized, analytical and advanced-level responsible accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, payroll, SELPA and purchasing; analyze, maintain and adjust designated funds and accounts; prepare, audit, reconcile and maintain a variety of financial and statistical records, reports and statements in support of assigned accounts and activities.

**ESSENTIAL FUNCTIONS:**

- Perform a variety of complex, advanced-level, analytical accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, payroll, SELPA and purchasing; implement reporting procedures and internal controls; analyze a variety of financial information to evaluate compliance with District and state requirements; evaluate, maintain and make adjustments to designated funds and accounts; prepare, audit, reconcile and maintain a variety of financial and statistical records, reports and statements in support of assigned accounts and activities. Verify compliance with SACS accounting requirements, CSAM and GAAP accounting principles.
- Prepare and compile student attendance reports for P1, P2, and PA.
- Assist supervisor in budget development, multi-year projections, and SACS reporting.
- Prepare and maintain a variety of financial, statistical and narrative records, statements, files and reports related to accounts, funds, revenue, expenditures, reconciliations and assigned activities; compare and evaluate financial records to identify and resolve discrepancies.
- Receive, review and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; initiate queries, review accounts for errors and make appropriate adjustments.
- Process accounts receivable as assigned; collect, receive, code and verify incoming monies; prepare and process receipts; check money totals against receipts and invoices to ensure accuracy; prepare and distribute bank deposits as required; prepare invoices and arrange for billings as directed.
- Assist payroll as needed according to established guidelines and procedures; input timesheet information including deductions into an assigned computer system; generate various computerized lists and reports; ensure accuracy of input and output data; detect inaccuracies and make corrections.

- Develop spreadsheets and generate a variety of computerized lists and reports; maintain a wide variety of fiscal information, files and records, including accounts payable, accounts receivable, contracts, invoices, transfers, cash deposit, purchase orders, timesheets and applications; provide updated reference and audit trail for compliance.
- Compare receipts, statements, records, reports and summaries to identify errors and resolve discrepancies.
- Review projects including, federal grants, contracts, transportation services and student projects; analyze service requirements, budget parameters and make recommendations.
- Reconcile account balances and discrepancies; maintain accurate account balances; calculate, assemble, match, sort, tabulate, review and post a variety of financial and statistical data; review, adjust and ensure accuracy of ledgers and journal entries; balance, adjust and reconcile accounts; review data for accuracy and completeness; initiate transfers as appropriate.
- Compile information and prepare and maintain a variety of financial and statistical records and reports related to purchase orders, invoices, income, expenditures, grants, budgets and assigned accounts; prepare a wide variety of written materials such as procedures, reports, memos, and letters; document activities, providing written reference, conveying information, and complying with financial, legal and administrative requirements; prepare and reconcile statements, ledgers, balance sheets and other financial documents.
- Monitor account balances of assigned programs and related financial activity; maintain accurate inventory in compliance with federal guidelines; ensure the budget limits, fiscal practices and the accuracy of allocations and related revenues generated and expenses.
- Receive, process, sort, code and file purchase orders, claims, requisitions and invoices as assigned; prepare invoices for payments; verify invoices and match with purchase orders, checks and receivers; maintain contact with vendors to modify and clarify invoices and resolve discrepancies; verify fixed assets are recorded correctly.
- Assist designated departments and programs in the maintenance and evaluation of budgetary records and data as assigned; provide technical expertise and direction to other personnel regarding accounting and purchasing issues and related activities; monitor funds for income and expenditures; calculate, prepare and revise budgetary data.
- Research rules and regulations that guide the use of funds, purchasing procedures, and payroll operations, reporting requirements and budget modifications; ensure appropriate use of funds in accordance with established guidelines.
- Communicate with District personnel and external agencies to exchange information and resolve issues or concerns.
- Train district personnel on fiscal activities including budget, generating and interpreting reports.
- Attend and participate in various meetings, workshops and conferences as assigned.

**OTHER JOB-RELATED DUTIES:**

- Perform related duties within the scope of the job classification as assigned.

## **REQUIRED QUALIFICATIONS:**

### **Knowledge of:**

- Methods, procedures and terminology used in accounting work.
- Financial and statistical record-keeping techniques.
- Preparation, review and control of assigned accounts.
- Preparation of financial statements and comprehensive accounting reports.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Arithmetic computations.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

### **Ability to:**

- Perform a variety of complex clerical accounting duties in support of assigned accounts and functions.
- Prepare and maintain accurate financial and statistical records and reports.
- Compare numbers and detect errors efficiently.
- Reconcile, balance and audit assigned accounts.
- Assemble, organize and prepare data for records and reports.
- Process and record accounting transactions accurately.
- Prepare and reconcile statements, ledgers, balance sheets and other financial documents.
- Operate standard office equipment including a computer and assigned software.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Make arithmetic computations with speed and accuracy.
- Operate a variety of job-related equipment including computers, calculators, copiers and related office machines.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and ratios.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that provides the required knowledge, skills and abilities.

**Education:** AA degree in accounting or equivalent experience.

**Experience:** Three (3) years of general accounting experience.

**Required licenses, certificates, continuing education, training and other requirements:**

- N/A

## **DESIRABLE QUALIFICATIONS:**

- N/A

**WORKING CONDITIONS:** Indoor/office environment; fast-paced environment with changing priorities.

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.

- Occasional lifting, carrying, pushing, and/or pulling.
- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 80% sitting, 10% walking, and 10% standing.

Hazards:

- N/A

**OTHER:**

Required Testing:

- N/A

Clearances:

- State Mandated Training
- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.

*Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.*