

Washington Union School District
Job Description
Budget/Fiscal Analyst

Classification: Confidential
Salary Range: \$57,485-\$79,498
Work Year: 12months (261 days)

Job Definition:

Under the direct supervision of the Superintendent, the Budget/Fiscal Analyst supervisors and coordinates business functions for the District including budget development and control, accounts payable, accounts receivable, purchasing, general ledger accounting, analysis of program costs, and provides information to superintendent, state, federal agencies and other regulatory agencies as required. Performs professional accounting and budgeting work at or above average in difficulty.

Supervisor:

Superintendent

Qualification Requirements:

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essentials duties.

Essential Duties: (Include but Not Limited To)

- Follows and maintains knowledge of District's policies and procedures.
- Develops, monitors, and revises the District's annual budget and multi-year projections and prepares all related state reports.
- Tracks grants and monitors revenue and spending.
- Maintains all accounting records including the annual close of the financial books.
- Prepares for the annual audit by providing necessary documents and information.
- Accountable that all general ledger transactions, both fiscal and payroll, are recorded accurately and makes journal adjustments when necessary.
- Approves all account payable and accounts receivable transactions.
- Approves requisitions to purchase and purchase orders.
- Prepares and presents budget information regarding salary and benefit costs for the collective bargaining process.
- Prepares and delivers oral and written reports, recommendations and presentations to the Board, committees and others as needed.

- Stays current with all applicable laws, regulations, policies and programs and helps develop appropriate procedures to meet their requirements.
- Maintains salary schedules and other records pertinent to the operation of the District.
- Maintains salary schedules, calendars and position control within the District's financial software system.
- Maintains employee health/welfare information within the District's financial software system.
- Reconciles and pays employee and retiree voluntary deductions and health/welfare benefits.
- Invoices for payments due to the District.
- Responsible for maintaining the District's property and equipment inventories.
- Reconciles monthly milk reports and enters data into Child Nutrition and Information Payment System (CNIPS).
- Prepares and submits P1, P2, and Annual attendance reports, AB1200 reports, J90 report and other financial reports as required by both state and federal agencies.
- Prepares and submits CBEDS and Fall-1 CALPADS Certification.
- Audits the Extended Day Child Care's monthly bank reconciliation.
- Assists in the selection, supervision and evaluation of business services staff.
- Responds to inquiries of staff, other educational and funding institutions.

Other Related Duties:

- Maintains an accurate data base for all areas of responsibility as required.
- Attends county meetings, conferences, and state workshops as required.
- Performs other related duties as assigned by the supervisor.
- Participates in available trainings by the county relative to the assignment.
- Participates in cross-training activities to support other positions.

Physical Effort and Work Environment

- Physical, mental and emotional stamina to perform the duties and responsibilities of the position.
- Mental acuity to collect and interpret data, evaluate, reason, define problems establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to write, use the telephone, computer, calculator and office machines.
- Vision sufficient to read in person and hold telephone conversations in normal range (approximately 60 decibels).
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups.
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop and to reach overhead.

- Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk prolonged periods of time.
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps and to respond to emergency situations.
- Physical strength sufficient to periodically lift and/or carry 20 pounds of materials or supplies; occasionally push/or pull a variety of tools, equipment or objects weighing 40 or more pounds with assistance.
- Work in an indoor environment.

Required Qualifications:

Education:

- Any combination of education and experience equivalent to an AA Degree or higher with a major in accounting or business administration.

Experience:

- Progressively responsible professional accounting experience in a government agency or moderate to large corporation.
- Working in an office preferably in public education or public service.
- Utilizing proper discretion in dealing with and handling of confidential matters and information.
- Experience, understanding, and maintaining cooperative and effective relationships with persons of culturally and linguistically diverse backgrounds.

Knowledge of:

- Principles and practices of governmental accounting rules and procedures especially as they pertain to school districts.
- Principles and practices of developing a multi-year budget.
- Auditing principles and techniques.
- Basic financial analysis and research methods.
- Communicating financial information to a wide-variety of audiences.
- Modern office organization, methods and equipment.
- Principles and practices of leadership, management, supervision and training.
- Technology and computer software applications relative to accounting and administration.

Ability to:

- Prepare accurate and complete financial statements and reports.
- Analyze and interpret fiscal and accounting records.
- Ability to interpret and administer budget, accounting and business procedures, policies and regulations.
- Ability to write routine reports and correspondence.

- Ability to effectively communicate financial information both verbally and written to a wide variety of audiences including the Governing Board, staff and the public.
- Ability to compute rate, ratio, fractions, proportions and percent and to draw and interpret bar graphs.
- Plan and manage projects as assigned.
- Establish and maintain cooperative relationships with district personnel, vendors, co-workers and public.
- Communicate effectively in English language both orally and in writing.
- Meet schedules and timelines.
- Work independently with appropriate direction.
- Work with limited supervision.
- Learn and use technology and computer software applications as appropriate to the work environment.
- Understand confidential matters and maintain confidentiality.
- Provide direction and coordinate with other staff.
- Train and supervise other personnel.
- Maintain regular attendance and punctuality.

Desirable Qualifications:

- Bachelor's Degree or higher with a major in accounting or business administration.
- Knowledge of California School Accounting and SACS (Standardized Account Code Structure).
- Previous experience in school related business services management.
- Previous experience working effectively with diverse groups.

Licenses and Certificates:

- Possession of a valid Class C California Driver's license (as appropriate to assignment).

Approved by: WUSD Board of Trustess

Date: 1/11/2017

Revised: 1/11/2017