Position: Accounting & Budget Analyst	FLSA: Non-exempt
Department/Site: Financial Services	Salary Grade: 18
Evaluated by: Chief Business Official or Designee	

OVERALL OBJECTIVE AND SUMMARY

Under the supervision of the chief business official or designee, performs complex technical work involving: program budget control and analysis; position control maintenance; calculation of salary agreements; and compilation of various reports for management and for county, state, and federal government. May be responsible for functions such as project accounting, general ledger maintenance, accounts receivables, compilation of fiscal data, and preparation of reports leading to reimbursement for services. Assists departments and sites with program and district-wide budget development. Serves as a lead level of the Account Technician series.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works with the Human Resources Department to maintain and update the position control system for the District.
- Verifies accuracy and appropriateness of amounts, posts transactions onto a computerized data entry program supporting the District's accounting system. Traces transactions to source documents and/or other departments to determine discrepancies.
- Reconciles, balances books, and compiles reports on a recurring basis to show statistics such as cash receipts, accounts payable, and accounts receivable. Traces transactions through previous accounting actions to identify and correct discrepancies.
- Codes, verifies charges, rates, and related billing information enters data onto a computerized data entry screen. Codes, verifies, and accounts for funds and other assets received by the District for specified uses.
- Prepares bills, summaries, and submittals for reimbursement by external agencies.
- Calculates salary agreements.
- Performs technical calculations and analyses to prepare all parts of the annual program and/or District budgets.
- Assists with budget development.
- Reviews, analyzes, and processes budget adjustments as needed.
- Compiles and verifies various reports for submission to management and to county, state, and federal offices.
- Assists in forecasting revenues and expenditures, including cash flow forecasts for one-year to five-year cycles in assigned area.
- Performs technical calculations needed to project program and/or District income.

- Performs monthly and yearly statistical analyses and comparisons of program expenditures vs. the approved budget.

- Assists in working closely and cooperatively with designated program managers/directors and/or site administrators in budget development and maintenance to prevent over expenditures. Advises staff on budget issues, including but not limited to, budget revision or reduction in expenditures as necessary.

- Helps perform monthly reconciliation of position control to payroll records to ensure that the District has hired and/or filled approved positions only.

- Receives, analyzes, and prepares budget revisions for submission to the Board of Trustees.

- Assists with closing of the District's books.

- Prepares bank deposits and reconcile bank statements.

- Performs accounting for capital assets and related long-term debt.

- Forwards requisitions to designated program manager/director whenever there is a question in account coding.

- Develops complex computer aided spreadsheets used in the preparation of various financial reports, projections, and analyses.

- Assists in developing department procedure manuals and handbooks.

- Prepares journal entries to correct coding errors in payroll and department/site operating budgets.

- Performs duties independently and interprets and applies District policies, state and federal laws, mandated requirements for specially funded programs.

- Serves as a budget resource for District program administrators.

- Assists in the management of the general ledger.

- Provides back-up support to other staff members in the Financial Services Department.

- Reviews the work of others.

- Performs other duties as assigned that support the overall objective and mission of the position and department.

QUALIFICATIONS

Knowledge of:

- Principles, practices and terminology of budgeting, accounting and financial record keeping, preferable as they apply to California school districts.

- Generally accepted accounting principles, preferably including California school district budgeting and accounting.
- Auditing and financial research and analysis procedures.
- Budget preparation and administration.
- Account number structure and correct use of object codes.
- Computer based software programs that support this level of work, including but not limited to, word processing, spreadsheet, presentation graphics, and data entry onto custom data bases.
- Data processing systems and applications in the field of budgeting and accounting.
- Departmental operations, policies goals and objectives.
- Departmental procedures and standing instructions related to work performed.
- Financial and statistical record keeping techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Office practices, procedures, etiquette and equipment use, including record keeping, filing systems, letter and report writing and telephone.
- Pertinent Federal, State, and local laws, codes and regulations.
- Oral and written communication skills.
- Proper English usage: grammar, spelling, punctuation, proofreading/editing; mathematical skills.
- Research, data collection and financial analysis, and preparation of reports and financial documentation.

Ability to:

- Act in a professional, cooperative and positive manner.
- Apply policies and procedures to the assigned duties and responsibilities of the position.
- Be self-motivated.
- Problem solve.
- Communicate clearly, concisely and effectively in English: speaking, reading and writing, including professional correspondence.
- Communicate and work effectively with staff, parents, community and outside agencies in a manner that reflects positively on the department and district.
- Direct and coordinate the work of others.
- Enter data onto standardized formats, using computerized data base programs by basic keyboarding or 10-key skills and calculators.
- Examine, reconcile/balance, verify, and post assigned accounts.
- General ledger maintenance and monitoring.
- Learn, apply and explain policies, procedures, rules, regulations and Education Codes involved in assigned activities.
- Maintain accurate financial and statistical records.
- Make sound decisions necessary in the function of the position.
- Maintain consistent, punctual and regular attendance.
- Operate a computer and assigned office equipment; use a variety of computer software programs including, but not limited to, word processing, spreadsheets, databases, and management system software.
- Pay attention to detail.
- Plan, prioritize and organize work to meet schedules and timelines.
- Perform arithmetic operations accurately, and in an efficient manner.

- Prepare and process financial, statistical, accounting and purchasing reports, documents, records, and materials.
- Process and record accounting transactions accurately. Detect and correct errors or omissions.
- Travel/drive in a district vehicle (driving personal vehicle optional),as necessary to complete the requirements of the job.
- Type at a minimum rate of 40 words per minute from a clear, legible copy.
- Understand and follow oral and written instructions.
- Use tact, patience, and courtesy.
- Communicate and work effectively with staff, the public and outside agencies in a manner that reflects positively on the department and the district.
- Work confidentially and exercise discretion.
- May work an occasional evening and/or weekend.
- Carry out all aspects of the position professionally.
- Multi-task.

PHYSICAL ABILITIES

This position requires:

- Hand/eye coordination and manual dexterity to keyboard, 10-key, operate a telephone and office business machines.
- Normal physical strength and endurance for standing, sitting, bending, reaching, walking and lifting and carrying of lightweight materials.
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.
- Speaking in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone.
- Sufficient hearing to conduct conversations in person and over the telephone.
- Visual acuity and depth perception to read a variety of materials and inspect work in progress.

EDUCATION AND EXPERIENCE

High School diploma or equivalent is required. Five years of increasing responsibility in performing business/accounting functions with at least two years of general ledger accounting is desired. An Associates of Arts degree or higher in accounting or business administration is preferred.

LICENSES AND CERTIFICATES

- Valid California Driver's License
- A typing certificate for 40 words per minute.