

Bellevue Union School District

Position Title:	Business Analyst	Department:	Administrative Services
FLSA Status:	Exempt Disaster Service Worker: Essential Staff	Classification:	Classified Management
Bargaining Unit:	None	Work Calendar:	12 Month-260 days
Salary Range	Classified Management Salary Schedule	Board Approved:	June 17, 2025

General Description

Under general supervision of the Director of Business Services:

- Coordinates the establishment and maintenance of the District's business, fiscal, and human resource systems to ensure adequate controls that support the alignment and coherence of business practices and functions between and across all District operations and departments.
- Develops, maintains, and analyzes business applications and processes including user documentation, training, and technical support to employees regarding business, fiscal and human resource applications; provides quality assurance by testing new or modified systems.
- Ensures that documentation and systems are aligned and build employee and District capacity to function effectively and efficiently.
- Implements the District's financial vision and supports the District's strategic planning.
- Performs related work as required.

Organizational Relationships

Directly Responsible to:	Employee is a direct report to the Director of Business Services.
Supervision Over:	Does not supervise employees.

DUTIES AND RESPONSIBILITIES: Developing and coordinating business and human resource systems including:

- Acts as an information resource to employees concerning Frontline Absence Management and Central; researches and resolves problems; incorporates repeated questions into the local training program.
- Acts as liaison between software vendors and the County Office of Education; coordinates installation of updates to applications.
- Assist with Financial account reviews and reconciliation between the county office and the internal processes in the financial system (Currently CA ERP - formerly known as Escape).
- Assists in the analysis of, and entry of data, to inform Position Control, including Personnel Action Forms, Recruitment, and Onboarding.
- Assists in the collection, monitoring, and dissemination of data and information to support the effective functions of Food Service.
- Assists in the design, modification, or update of business and fiscal systems and procedures.
- Conducts workshops and training for District personnel; assesses training needs of users; develops workshop curriculum; creates written documentation and workshop materials; schedules and executes training sessions and trains one-to-one as needed.
- Creates a system and process to monitor contract management.
- Creates, maintains, updates, and distributes written documentation manuals for users of state and local business software applications.
- Develops and coordinates business systems for processing employee business forms such as overages and

stipends, reimbursements and requisitions, absence management and leaves through Frontline Absence Management, processing human resources recruiting and onboarding systems through Frontline Central, and processing benefits and retirements.

- Performs professional and technical accounting work in the maintenance of financial records and preparation of financial reports.
- Plans, implements and supervises projects; works with others on a special project basis to design and format software programs to achieve desired results; performs other special projects as assigned.
- Processes, analyzes, and completes a variety of financial documents and reports.
- Provides day-to-day technical systems support to users for all financial and HR/payroll applications.

The above-referenced duties and responsibilities are only representative of the wide range of this position and also include other duties as assigned.

EDUCATION AND EXPERIENCE: R=Required, P=Preferred

Any demonstrated combination of education and experience that provides the technical and leadership knowledge and abilities required to perform the elements of the job, including:

- Successful business leadership experience in a school District or equivalent successful management experience in the private sector or a governmental agency. **R**
- Experience in governmental accounting and budgeting, demonstrating successful financial leadership in either the public or private sector, or both, preferably in a school District. **R**
- Bachelor's degree in Business Administration or related field. **P**
- Masters in Business Administration (MBA) degree, or Masters in related fields. **P**

QUALIFICATIONS:

Knowledge of:

- California Education Code sections and applicable laws, regulations, policies, and procedures governing public education finance
- Effective training techniques.
- Governmental accounting, auditing, budgeting, and fiscal management functions
- Methods and practices of data sources and information pertinent to school financing
- Policies, procedures, functions, and principles of data processing; accounting and record-keeping principles, methods, and practices; including data processing terms and functions, and accounting, human resource, and payroll terms and functions.
- Principles and practices of administration, supervision, and training
- Principles and techniques applied in the operation of computer equipment, related data processing equipment, and software applications; including payroll systems, human resources, financial systems, word processing, and data tracking systems.
- Principles of budgeting analysis, preparation, and control
- Principles of strategic planning and short and long-term goal setting and monitoring
- Procedures and processes for food service including regulations and rules governing the federal free and reduced lunch program
- Procedures and processes for purchasing, stores, bidding, contracts and warehousing

Ability to:

- Be flexible and receptive to change.

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- Communicate effectively both orally and in writing, including developing and executing oral presentations for small and large groups.
 - Determine sources of routine computer malfunctions and take corrective action.
 - Effectively implement problem-solving techniques.
 - Establish and maintain cooperative working relationships with those contacted during the performance of job duties.
 - Maintain an orderly work environment and perform tasks in a prescribed and safe manner.
 - Maintain and improve professional skills and knowledge.
 - Maintain familiarity with documents for data processing.
 - Operate computer equipment and peripheral equipment with speed and accuracy.
 - Plan, organize, and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files.
 - Prepare and deliver clear and concise oral and written instructions.
 - Prepare complex technical written material effectively and comprehensively.
 - Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials, and resources.
 - Test and evaluate software applications.
 - Understand and apply principles, techniques, and procedures required for effective job performance.
 - Work independently with little direct supervision.

Licenses and Certificates: R=Required, P=Preferred

- Possess and maintain a valid driver's license. **R**
- Proof of Automobile insurance **R**
- TB Clearance **R**
- DOJ Fingerprint Clearance **R**

WORKING CONDITIONS:

The primary work location is an office setting. The employee is most often seated, working with technology that includes laptops, computer stations, mice, and office equipment such as fax machines, copy machines, and scanners. The office location is well-lit and has access to outdoor light and facilities. The noise level in the work environment is usually low to moderate.

Physical Abilities:

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, and make vital judgments and decisions. Hearing and speaking to exchange information in person and on the telephone and to make presentations; vision to conduct inspections, read, prepare, and proofread documents; sitting or standing for extended periods; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies, lifting heavy objects to 15 lbs.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.