

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

BUDGET ANALYST

DEFINITION:

Under general supervision of the Director of External Business Services or designee, the Budget Analyst performs complex budgeting and accounting functions; conducts financial, statistical and analytical studies; prepares and assists in the preparation of financial reports, statements, and claims for reimbursement according to prescribed guidelines; performs other related duties as required.

DIRECTLY RESPONSIBLE TO:

Director of External Fiscal Services or designee

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs complex accounting functions, including budgets and unaudited actuals, for school districts, outside agencies, internal office departments and programs.
- Enters position data into financial system.
- Prepares monthly payroll for a school district and charter school.
- ADA reporting to state for County.
- Reviews and reconciles account and fund balances.
- Reviews documents and claims for accuracy, completeness and uniformity to rules, regulations and laws (including but not limited to CalSTRS and CalPERS).
- Coordinates, prepares and reviews year-end closing process and documents.
- Monitors accounts receivable and accounts payable.
- Performs periodic review of financial reports and verifies accuracy and fiscal solvency.
- Coordinates the development of budgets.
- Provides information and assists staff and administrators in budget preparation, implementation, and control.
- Prepares, balances, compiles and enters budget data.
- Performs statistical analysis of cash flow and budgets.
- Monitors and evaluates budgets and cash flow for appropriateness to ensure fiscal solvency and accountability for a school district.
- Maintains communication with school districts regarding financial matters, including presentations.
- Assists in the development and documentation of office systems and procedures.
- Reviews proposed contracts for adherence to rules and regulations.
- Plans and monitors timelines to meet strict deadlines in report regulations.
- Reviews and verifies statistical and financial information including independent audit reports and long-term debit documents.
- Retrieves and organizes data into required reporting formats.
- Collects, retrieves and organizes data to identify financial discrepancies and resolve client inquiries.

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- Recommends solutions to clients and staff ensuring that corrections or changes are implemented properly.

MINIMUM QUALIFICATIONS:

Education, Training and Experience

- Any combination of education and training equivalent to a bachelor's degree which demonstrates ability to perform the duties as described, including courses in accounting and business procedures,
- Experience in budgetary analysis and complex accounting that would provide the required knowledge skills, and abilities.
- Experience in a school district or public agency preferred.

Knowledge of:

- Generally accepted accounting principles and procedures in governmental agencies.
- Use and application of online payroll/accounting systems.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.
- Principles and techniques of budget preparation, administration, statistical methods, technical writing, and related record keeping.

Skills and Abilities:

- Research, retrieve and organize data to prepare reports and financial documentation.
- Creates, organizes, and maintains files using database and spreadsheet programs.
- Analyze and audit data to detect and correct errors.
- Set up and maintain spreadsheets and databases.
- Accurately perform complex mathematical computations.
- Organize and maintain accounting records.
- Set priorities and organize work to meet strict deadlines.
- Coordinate a variety of projects simultaneously.
- Communicate effectively in both oral and written form; read, understand and follow instructions.
- Work independently and as a team member.
- Adapt to changing department/program needs.
- Establish and maintain positive working relationships with external clients.
- Understand and explain complex rules, regulations, policies and procedures.
- Make decisions on a variety of complex matters in accordance with established procedures.

Physical Requirements:

- Bending at the waist, kneeling or crouching; climbing or balancing on a stepstool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.

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- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move at least twenty-five (25) pounds.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: H

Approval Date: August 15, 2024