

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: **BUDGET ANALYST**

QUALIFICATIONS

Knowledge of:

1. Principles and practices of public sector budgeting and financial analysis.
2. Budget development, forecasting, and expenditure control methods.
3. Applicable federal, state, and local laws, regulations, and reporting requirements related to public agency funding.
4. Accounting principles and financial record-keeping practices.
5. Audit processes and documentation requirements.
6. Payroll, staffing, and timekeeping processes as they relate to budget controls.
7. Computerized financial systems, spreadsheets, and database applications.
8. Oral and written communication techniques.

Ability to:

1. Develop, analyze, and monitor complex budgets and financial data.
2. Prepare accurate projections, reports, and financial analyses.
3. Interpret and apply laws, regulations, and policies related to funding and expenditures.
4. Exercise independent judgment and discretion in financial matters.
5. Communicate clearly and effectively with administrators, staff, and external agencies.
6. Provide technical assistance and training to others.
7. Maintain accurate records and meet critical deadlines.
8. Establish and maintain effective working relationships.

Training and Experience:

1. Bachelor's degree in accounting, finance, business administration, public administration, or a related field.
2. Three (3) years of increasingly responsible experience in budget development, financial analysis, accounting, or related public sector fiscal work.
3. A work history demonstrating dependability and reliability.

REPORTS TO: Assigned Administrator

JOB GOAL: The position performs independent budget analysis, forecasting, compliance interpretation, funding allocation, and advisory functions that exceed transactional accounting support and align with a Budget Analyst classification.

ESSENTIAL FUNCTIONS

1. Develop, maintain, and oversee assigned departmental and divisional budgets.
2. Collaborate with administrators and District personnel in the development, monitoring, and revision of budgets.
3. Prepare interim, year-end, and multi-year spending projections and estimated actuals to ensure expenditures remain within approved allocations and meet required deadlines.
4. Monitor budget activity and analyze variances; communicate current spending levels and trends to administrators and management.
5. Prepare and distribute funding allocations to assigned departments, programs, and work units.
6. Review, prepare, correct, and approve budget and expense transfers within assigned funding sources.
7. Reconcile expenditures to ensure accurate accounting codes, proper funding alignment, and balanced budgets.
8. Review and approve funding or expenditure requests; maintain accurate documentation to support compliance, accountability, and reporting requirements.
9. Research, interpret, and apply applicable federal, state, and local laws, regulations, and guidelines related to funding and expenditures.
10. Ensure financial records and reports comply with District policies, procedures, and coding standards.
11. Review, correct, and approve timecards and staffing documentation; resolve discrepancies with Human Resources, Payroll, and site or departmental staff.
12. Monitor substitute and temporary staffing activity to ensure costs are accurately charged to appropriate funding sources.
13. Maintain accurate financial records and prepare internal and external financial reports.
14. Assist with audit requests, reviews, and findings related to assigned funding sources and programs.
15. Collaborate with Business Services and other departments to prepare interim and year-end financial projections and reports.
16. Provide technical guidance and support to administrators, managers, and staff regarding budget development, financial procedures, timelines, and reporting requirements.
17. Develop, revise, and implement budget-related procedures, forms, tracking tools, and spreadsheets to improve efficiency, accuracy, and compliance.
18. Develop and deliver training and workshops related to budgeting processes, procedures, and timelines.
19. Provide funding source recommendations and identify financial alternatives.
20. Estimate costs and provide financial planning support for projects, programs, and grant applications.
21. Perform a variety of complex technical financial and budgetary tasks requiring independent judgment, accuracy, and efficiency.
22. Participate in required training.
23. Support district mission and core values.
24. Perform other related duties as assigned.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various
2. office equipment and machines.
3. Able to conduct verbal conversation in English or other designated language.
4. Able to hear normal range verbal conversation (approximately 60 decibels.)
5. Able to sit, stand, stoop, kneel, bend, and walk.
6. Able to sit for sustained periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
10. Able to push and pull objects weighing up to thirty (30) pounds.
11. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
12. Able to exhibit full range of motion for shoulder abduction and adduction.
13. Able to exhibit full range of motion for elbow flexion and extension.
14. Able to exhibit full range of motion for shoulder extension and flexion.
15. Able to exhibit full range of motion for back lateral flexion.
16. Able to exhibit full range of motion for hip flexion and extension.
17. Able to exhibit full range of motion for knee flexion.
18. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The assigned administrator will complete the evaluation.

Approved by: Board of Education Date: 8/11/26

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**