

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUDGET ANALYST

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform complex analytical and technical work involving program budget control and analysis, program and District-wide budget development; compile various reports for management, County, State and federal.

ESSENTIAL FUNCTIONS:

Perform technical calculations and analyses for the preparation of the annual District budgets.

Perform technical calculations needed to project program and District income and expenditures.

Perform monthly statistical analysis and comparisons of program expenditures in relation to the approved budget.

Work closely and cooperatively with program managers and site administrators to help prevent over-expenditures and advise them if a budget revision or reduction in expenditures is necessary.

Receive, analyze and prepare budget revisions for submission to the Board of Education.

Approve various expenditure requests after analysis to determine availability of budgeted funds, propriety/appropriateness of the requested expenditure, approval by the responsible manager, and correctness of the coding.

Assist in developing department procedure manuals and handbooks.

Compile various reports for submission to management, the Board and County, State and federal governments.

Develop spreadsheets used in the preparation of various financial reports, projections and analyses.

Develop and present in-service programs to other District employees.

Assist in the training of other budget staff.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and practices of budgeting and financial record-keeping.
General accounting principles and procedures.
California school district budgeting and accounting.
Laws, rules and regulations related to assigned activities.
Principles of training and providing work direction to other budget personnel.
District organization, operations, policies and objectives.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Operation of office equipment, including a computer and assigned software applications.
Telephone techniques and etiquette.

ABILITY TO:

Perform clerical and technical work involving program budget control and analysis.
Receive, analyze and prepare budget revisions.
Maintain financial records.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Train and provide work direction to others.
Compile and verify data and prepare reports.
Maintain confidentiality of sensitive and privileged information.
Understand and work within scope of authority.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Operate a variety of office equipment including a computer and assigned software.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
See to read a variety of materials.
Hear and speak to exchange information in person and on the telephone.
Sit for extended periods of time.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in accounting, finance or a related field and three years budget experience.

LICENSES AND OTHER REQUIREMENTS:

Flexibility to work occasional evenings and /or weekends.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.