

**FORT BRAGG UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – BUDGET ANALYST**

DEFINITION

The Budget Analyst will perform complex technical work involving program budget control and analysis; program and District budget development; A.D.A. reporting; compilation of various reports for management & County, State and Federal government.

SUPERVISION RECEIVED AND EXERCISED

Under the general supervision of the Business Manager

EXAMPLES OF DUTIES – May include, but are not limited to, the following:

- Performs technical calculations & analysis to prepare all parts of the annual program and/or District budgets.
- Performs technical calculation needed to project program and/or District income.
- Performs monthly statistical analyses and comparisons of program expenditures versus the approved budget.
- Works closely and cooperatively with designated program managers, directors and or site administrators to monitor expenditures and revenue as necessary.
- Compiles/verifies various reports for submission to County, State and Federal offices, annual financial and other reports required.
- Works with District/County staff to reconcile anomalies and to improve accuracy of all reports.
- Develops complex computer aided models used in the preparation of various financial reports, projections and analyses.
- Assists in developing and presenting in-service programs to other District employees
- Exercises judgment in resolving questions with designated program manager/director whenever there is a question of coding.
- Responsible for day-to-day accounting and reporting for the cafeteria fund and the attendance system.
- Maintains records and prepares claims for all mandated cost programs.

MINIMUM QUALIFICATIONS

Knowledge of:

- Knowledge of methods and practices of budgeting and financial record keeping.
- General accounting principles and procedures, preferably including California school district budgeting and accounting.
- Modern accounting and office methods and procedures.
- Knowledge of Excel and Word, with the ability to design databases and spreadsheet presentations.

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Ability to:

- Establish and maintain effective working relationships with school site administrators, program managers, and employees.
- Operate a variety of technology equipment types and office machines in the conduct of assigned duties and tasks.
- Collaborate with others to fulfill responsibilities related to goals and priorities at the school and district level.
- Accept and fulfill assigned responsibilities and duties in a timely and efficient manner.
- Promote a positive professional image by action, communication, and appearance.
- Maintain confidentiality in all professional relationships.
- Work occasional evenings and/or weekends.

Experience and Training

Example:

Two years of increasing responsibility in complex statistical or accounting work, preferably including financial or accounting experience in a California School District. Requires background of post secondary education or experience in the bookkeeping or accounting field equivalent to two years of college. Additional qualifying experience may be substituted on a year-to-year basis.

Special Requirements

- Twelve month employee
- Paid on Confidential & Classified Management salary schedule
- 260 day work calendar

Physical Requirements

- Sitting or standing for long periods of time; lifting light objects; hearing and speaking to exchange information; seeing to read variety of financial and statistical records and reports; dexterity of hands and fingers to operate a computer keyboard

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Board Adopted: April 27, 1989

Rev. Board Approved: January 10, 2002