



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Budget Analyst II- Confidential	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Fiscal Services	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 55 Range: 67

BASIC FUNCTION:

Perform a variety of specialized financial accounting duties to assist in the preparation, analysis and maintenance of designated budgets; perform and maintain finance activities including forecasting, planning, budget development and financial State and federal reporting; maintain confidentiality of sensitive and privileged information.

DISTINGUISHING CHARACTERISTICS:

The Budget Analyst II is assigned large programs with complex budget structures and large dollar impacts. Work assigned requires a better understanding of District operations and functions requiring operational and organizational knowledge.

The Budget Analyst I is assigned to a small number of departments with straightforward budget processes.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform a variety of specialized financial accounting duties to assist in the preparation, analysis and maintenance of designated program, grant, department and special budgets, or local parcel tax measures; assure compliance with established budgetary guidelines, rules, regulations, policies and procedures
- Monitor financial activity of assigned accounts; monitor expenditures and revenue; post expenditures to appropriate account; adjust accounts as appropriate; compare expenditures with financial records to verify and assure accuracy
- Input a variety of budgetary and other financial data into an assigned computer system; maintain various automated records and files; initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and statements; assure accuracy of input and output data
- Maintain, audit and reconcile assigned budgets; assemble, match, sort, tabulate, check and post a variety of financial and statistical data including income and expenditures; review, adjust and assure accuracy of journal entries; balance and adjust accounts
- Research, compile, prepare and revise financial data related to assigned budgets, accounts and activities; prepare and maintain a variety of auditable financial records, reports and files related to budgets, accounts, income, expenditures and assigned activities

- Process and evaluate various forms and applications as assigned; compare and reconcile forms, statements, records, reports and other financial documents; identify errors and resolve discrepancies; input and initiate account transfers as needed
- Evaluate and project annual income and expenditures to determine budget requirements; project revenue and fund balances for new fiscal year; allocate revenue to resources according to established guidelines; analyze budgetary data and provide administrators with recommendations concerning budget development, projections and administration
- Compile, research and evaluate a variety fiscal information related to assigned fiscal functions; assemble and distribute related materials; assure mandated reports are submitted to appropriate agencies according to established time lines
- Serve as a technical resource to personnel, outside agencies and others concerning assigned budgets respond to inquiries and provide technical information concerning related accounts, funds, transactions, records, standards, laws, regulations, policies and procedures; provide assistance during auditing activities
- Analyze purchase orders to assure compliance with Governmental Accounting Standards; provide coding for purchase orders
- Work with Principals, program managers and budget managers to resolve budget questions, and requisition and time sheet issues; monitor and follow-up on resolutions
- Assist the administrator by identifying financial issues associated with parcel tax program or assigned budgets; provide financial information to review, manage and monitor resources and report to District management and public oversight committees as appropriate
- Develop and monitor school site budgets as assigned by the position to assure compliance with program funding guidance and regulations; coordinate and assist Principals with site plan budgets and expenditure inquiries, and related matters
- Maintain confidentiality regarding issues related to negotiations and collective bargaining matters
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns
- Operate a variety of office equipment including a calculator, copier, fax machine, 10-key, computer and assigned software; operate a money calculating machine as assigned
- Attend meetings as assigned by the position

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General accounting, budget and business functions of an educational organization

Preparation, review and control of assigned budgets and accounts

Preparation of financial statements and comprehensive budget reports

General theory and application of budgetary planning and control in a school system

Financial and statistical record-keeping techniques
Methods, procedures and terminology used in technical accounting work
Applicable laws, codes, regulations, policies and procedures
Financial analysis and projection techniques
Data control procedures and data entry operations
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy
Modern office practices, procedures and equipment
Operation of a computer and assigned software
Arithmetic computations

ABILITY TO:

Perform a variety of specialized financial accounting duties to assist in the preparation, analysis and maintenance of designated budgets
Evaluate and project annual income and expenditures to determine budget requirements
Maintain accurate financial and statistical records
Analyze financial data and prepare reports, forecasts and recommendations
Verify, balance and adjust budgets and accounts
Review, process, evaluate and verify a variety of budgetary and financial information
Identify, investigate and resolve financial errors and discrepancies
Assemble, organize and prepare data for records and reports
Reconcile, balance and audit assigned budgets and accounts
Interpret, apply and explain rules, regulations, policies and procedures
Compare numbers and detect errors efficiently
Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Work independently with little direction
Meet schedules and time lines
Operate a computer and assigned software
Maintain confidentiality of sensitive information

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting, finance or related field and two years of professional accounting, budgetary and analysis experience

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials
Hearing and speaking to exchange information
Sitting for extended periods of time