



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Budget Analyst I	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 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 59

BASIC FUNCTION:

Under the direction of an assigned supervisor, 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; prepare, maintain and assure accuracy of related budgetary and financial records and reports.

DISTINGUISHING CHARACTERISTICS:

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

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.

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/or special budgets; 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; 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
- Analyze purchase orders to assure compliance with Governmental Accounting Standards; provide coding for purchase orders
- Reconcile cash in bank and petty cash accounts with bank statements
- 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

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting, finance or related field and one year 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