

CAJON VALLEY UNION SCHOOL DISTRICT

PERSONNEL COMMISSION

CLASS TITLE: BUDGET AND SPECIAL PROGRAMS ANALYST

BASIC FUNCTION:

Under the direction of the Director-Fiscal Services, perform specialized and complex activities related to budget preparation, monitoring of revenue, expenditures categorical program budgets; oversee student attendance and State reporting; prepare a variety of statistical and narrative reports, analysis and summaries; assist with grant audits and annual audits; assure compliance with guidelines, rules, regulations and procedures affecting student attendance reporting, categorical program expenditures and other District budget requirements.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform specialized and complex activities related to the preparation of categorical program and school site budgets, monitoring of revenue, expenditures and categorical program budget information for District funds, state reporting and budget preparation; assure compliance with guidelines, rules, regulations and procedures affecting budgetary actions.

Provide technical assistance to administrators and staff in the development and maintenance of annual budgets and the Local Control and Accountability Plan (LCAP); assure compliance with funding criteria; monitor budget expenditures and approve transfers within District guidelines.

Monitor program staffing requirements; process personnel action requests from sites and departments; assure staffing and budget allocations are within budgetary limits; compute costs of vacant positions, increasing/decreasing position hours, substitutes, hourly employees and applicable fringe benefits; process salary adjustments in appropriate computer systems.

Prepare journal entries and make budget adjustments as requested by Principals and Directors; prepare journal entries for treasury transactions as received through auditor transfers; review coding for correctness; verify accuracy of payroll reports; allocate charges and fringes to proper accounts; research and reconcile discrepancies; prepare cash deposit documentation and credit card transaction posting documents for various District activities.

Monitor purchase and warehouse requisitions and timesheets for compliance; confirm allocations are within budgetary limits and account numbers are valid; make corrections to invalid account numbers, as necessary.

Conduct research, compile data and prepare a variety of budgetary and statistical reports, projections, estimates, studies and related information as requested; maintain and update District chart of accounts and other information utilizing the District financial software; assist Director and Manager-Fiscal Services in the preparation of periodic reports; update cash flow projections with actuals on a monthly basis; redistribute remaining totals.

Prepare site budget allocation worksheets and work with site administrators to monitor and align their budgets according to District guidelines and priorities.

Oversee and manage student attendance accounting activities performed by department staff and prepare periodic State attendance reports; monitor enrollment and class size reports and work with District administrators to identify and correct potential problems.

BUDGET AND SPECIAL PROGRAMS ANALYST – *Continued*

Perform year-end accounting functions, post required accounting entries, balance various cash accounts monthly and make cash transfers between funds, as necessary; prepare financial and periodic cash flow reports.

Assist in the preparation of interim financial reports, annual District budget, revenue limit computations, and the preparation of Board financial reports.

Work with various District staff to provide the budget information needed to apply for Federal, State or Local grants; assist with grant audits and annual audits by providing supporting materials as needed.

Operate a variety of standard office equipment, including a computer and assigned software; upload and download financial information from outside entities.

Communicate with District staff and assist in the resolution of budgetary concerns and related administrative issues.

Maintain current knowledge of applicable provisions of federal, state, student attendance laws and District policies, rules and regulations.

Attend, conduct and participate in various meetings and committees as assigned; drive a vehicle to conduct work.

Provide training and technical guidance to office and department accounting staff.

OTHER DUTIES:

Participate in special assignments as requested.

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 accounting duties to assist in the preparation, analysis and maintenance of District budgets.

Maintain accurate financial and statistical records.

BUDGET AND SPECIAL PROGRAMS ANALYST – *Continued*

Analyze financial data and prepare reports, forecasts and recommendations.
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.
Train and provide technical guidance to staff.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Plan and organize work to meet deadlines.
Meet schedules and timelines.
Operate a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, or equivalent, completion of two years of college-level coursework in accounting, finance, or business administration and five years of increasingly responsible professional accounting or budgetary experience, preferably in a school district. A bachelor's degree in accounting, finance or business administration or related field is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and the ability to maintain qualification for automobile insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard, mouse and other office equipment.
Seeing to read, prepare and assure the accuracy of a variety of documents.
Sitting or standing for extended periods of time.
Kneeling, bending the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and materials.
Pushing, pulling, lifting and carrying supplies and equipment.
Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

CLEARANCES:

Criminal Justice Fingerprint /Background
Tuberculosis
Pre-placement Physical and Drug Screen