

Farmersville Unified School District

JOB TITLE: BUDGET ANALYST

JOB DESCRIPTION

General Description

Under the direction of the Business Manager, the Budget Analyst assists in the development, control and monitoring of the budget and evaluation of the District's financial condition in accordance with AB 1200 and the State adopted Criteria and Standards. Assists Administrators with the preparation and interpretation of budget items. Prepare items for employee/employer relations.

Example of Essential Duties and Responsibilities

The Budget Analyst completes complex and technical reports, such as the State J200 Budget Document, periodic Interim Reports; processes budget revisions; prepares budget revision reports and monthly financial reports for Board approval; assists in the analysis of financial information for certificated and classified negotiations and board agenda items; prepares multi-media budget presentations for Board, staff and community; monitors revenue receipts and maintains expenditure control; provides assistance to administrators, principals and budget managers; calculates projections of salary and benefit costs; make journal entries to the General Ledger; assists in the conversion of financial data to the Standardized Account Code Structure; is a member of the District's Fiscal Policy Team; performs other related duties as required.

Qualifications

Education and Experience

- AA degree or equivalent in formalized training or course work including accounting, auditing and business procedures and practices.
- Two years recent experience in school fiscal and financial management and computer assisted financial systems

OR

- High school diploma or equivalent
- Four years of recent experience in school fiscal and financial management and computer assisted financial systems

Knowledge of:

- Comprehensive understanding of operations, policies, procedures and goals
- In-depth knowledge of Federal, State and local laws and regulations applying to District operations
- Principals, methods and practices of school district budgeting and accounting and generally accepted accounting principals
- School district organization and the sources of data and information applicable to fiscal planning and budgeting

Ability to:

- Use computer applications, including word processing, spreadsheets, databases, Minisoft, SACS
- Type or perform data entry accurately at a speed of 45 words per minute
- Effectively communicate budget complexities to staff and others
- Follow complex and technical oral and written instructions with precision and judgement
- Sit, stand, bend, stoop, kneel, perform grasping and handling motions on a continuous basis; adequate sight or corrected vision for the purpose of reading instructions and printed or written material; hear and speak to communicate to coworkers, students, and the public; dexterity of the hands and fingers to operate computer equipment and office equipment
- Use English in written and verbal form
- Maintain effective and professional relationships with administrators, staff, students, vendors and outside agencies

- Work with a minimum of supervision
- Work additional hours, as needed, to meet budget deadlines

Licenses, Certifications and/or Testing

- Valid California Driver's License
- Criminal justice fingerprint clearance
- TB test clearance
- May be required to pass District Proficiency Test