

Position:	Accounting & Budget Analyst II (Confidential)	FLSA: Non-exempt
Reports to:	Deputy Superintendent or designee	Salary Grade: Confidential

**OVERALL OBJECTIVE AND SUMMARY**

Under general supervision of the Deputy Superintendent or designee, perform complex fiscal duties and provide financial operations support. Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements. Confidential employees are those employees who, in the regular course of their duties, have access to, or possess information relating to employer-employee relations. He/she also performs work of a confidential nature for the Board during salary negotiations and at other times during the year.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Serve as a lead and technical resource to budget analysts and departments concerning 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
2. Provide confidential analytical support for all collective bargaining negotiations. Conduct a variety of analyses of historical spending patterns and future (projected) spending to be used in collective bargaining negotiations.
3. On an annual basis, assist in development and implementation of student-based budgeting formula and central office allocations.
4. Analyze budgets of schools, divisions and departments. Provide major assistance in developing program budgets, including making recommendations for budget modifications.
5. In relation to assigned work, identify problems and troubleshoot the District’s detailed budget preparation process, including data entry, matching to the budget development systems, uploading and checking the overall and site-specific budgets after entry into the county financial software. Ensure that budget allocations are properly reflected in California School Accounting (SACS) reports and the Budget.
6. Analyze highly complex problems with budgets and take immediate appropriate action to remedy issues. Manage the development and dissemination of information to district personnel, including budget reports, income and expenditure projections, complex financial information for various funds, forecasts, future revenues and expenses; and prepare and maintain a variety of financial and statistical data.
7. Perform financial transactions and preparation of specialized reports for the District’s charter schools in accordance to the memorandums of understanding. Communicate with charter personnel to provide financial information and resolve issues or concern
8. Work closely with Human Resources and Payroll to identify and troubleshoot payroll problems related to position control.
9. Monitor budget transfers and journal entries and approve when necessary.
10. Compile, organize and maintain current cost accounting and statistical data. Assist in the

development and monitoring of the District's position control system to ensure that all District employees are in a valid, authorized position within the District's operating budget.

11. Ensure that budgets are appropriately coded in accordance with the California School Accounting Manual (CSAM) following the guidelines stipulated in the SACS.
12. Perform a monthly budget to actual analysis of revenues and expenses for assigned programs.
13. Assist in the preparation and submission of the District's adopted and interim budget reports and related documentation to the County, State or other external agencies. Ensure that budgetary technical checks are cleared prior to submission.
14. Regularly revise and update budgets based on year-end closing data, revised grant letters, and new funding.
15. Monitor budgets on a regular basis to ensure that all funds and resources are balanced and that no fund, resource or account code group has a negative balance. Assure that budgets do not exceed authorizations, nor underestimate requirements for staffing, supplies, etc.
16. Assist in completion of post-negotiations cost analysis (AB1200) in order to demonstrate that the District is able to financially support agreed-upon collective bargaining arrangements.
17. Participate in the evaluation of processes and the development of recommendations for procedural revisions and financial system improvements.
18. Coordinate with Deputy Superintendent and Directors of various departments to ensure compliance with District, State and Federal policies, rules and regulations.
19. Coordinate on a regular basis with business office and Human Resources staff to meet the needs of assigned sites. Audit proposed budgets for accuracy and adherence to established guidelines and state and federal compliance guidelines.
20. Provide training to site and program personnel.
21. Participate in professional development on a regular basis.
22. Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Public school finance
- Budgetary and accounting principles, systems and procedures
- Technical aspects of budgetary and accounting analyses
- Customer services strategies and techniques
- Federal and State compliance rules, regulations and policies

### **Ability to:**

- Work with automated financial services systems.
- Interpret appropriate funding agency guidelines, requirements and procedures
- Identify and resolve budget problems
- Interpret and reconcile data
- Build high-functioning relationships with analysts both inside and outside of the business services division
- Establish and maintain effective working relationships with all levels of district staff and other agencies.
- Use and leverage computer-based accounting applications

## **PHYSICAL ABILITIES:**

Incorporated within one or more of the essential functions of this position are the following essential physical requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person or on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person or on the telephone.
- Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.

## **WORKING CONDITIONS**

Office working environment subject to sitting at a desk for long periods of time; bending, crouching, kneeling or reaching to access files, binders, etc. from ground level to 6 feet above the ground; pushing/pulling of file drawers; reaching in all directions and working at a computer and/or telephone for prolonged periods of time.

## **EDUCATION AND EXPERIENCE:**

- A Bachelor's Degree in Accounting, Finance or Business Administration preferred and three years increasingly responsible experience in budget and accounting. Prior California public school district fiscal experience.
- In lieu of education requirements, years of experience in a like setting may be considered.
- Customer service experience preferred

## **License or Certificate:**

- Valid driver's license and auto insurance

Board Approved: January 19, 2022