

**DESERT SANDS UNIFIED SCHOOL DISTRICT**  
**Personnel Commission**

<b>Classification:</b>	<b>BUDGET ANALYST</b>	<b>Salary Range:</b>	<b>48</b>
<b>Employment Category:</b>	<b>Confidential</b>	<b>FLSA Designation:</b>	<b>Non-Exempt</b>

**Job Summary:**

Under direction, coordinates and performs a variety of complex technical and specialized accounting functions in the establishment and maintenance of accounts and budgets to include current and long range budget control; developing and maintaining position control and chart of accounts and conferring with District Office and site administrators to develop and implement sound fiscal operations.

**Essential Job Functions:**

- **Advises** and assists administrators, site managers and other appropriate staff in the preparation, control and expenditure of their department budgets for the purpose of providing information and support; and, ensuring issue identification and resolution.
- **Analyzes**, calculates and evaluates information (e.g. projected income and expenditures, etc.) for the purpose of preparing budget recommendations.
- **Assists** management with budget projections, preparation and presentations for the purpose of compiling and providing information necessary to the budget formation process.
- **Audits** individual school budgets for the purpose of ensuring compliance and adherence to budgeted allotments and account code structure.
- **Generates** various complex fiscal reports and financial records (e.g. position control, adopted budget, unaudited actuals, cash flow, multi-year projections) as may be required for the purpose of conveying information, providing supporting documentation and/or complying with fiscal requirements.
- **Interacts** closely with administration and other District personnel for the purpose of monitoring and maintaining budgetary information, fiscal transactions and provide specialized technical information concerning policies, procedures and guidelines.
- **Creates and Maintains** various fiscal information, files and records (e.g. position control, multi-year projection, adopted budget, cash flow, unaudited actuals, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance with established fiscal guidelines.
- **Monitors** various transactions and related financial activity (e.g. budget transfers, fund balances, negative accounts, position control, personnel changes, projected impacts to budget, etc.) for the purpose of ensuring accuracy of allocations, adherence to budgetary limits and compliance with established district and fiscal requirements.
- **Prepares** and process documents (e.g. information relating to collective bargaining activities, budget documents, criteria and standards, calculations for cost of step increases, COLA, etc.) for the purpose of updating and providing information required in compliance with established fiscal guidelines.
- **Plans**, prepares and presents budget projections for the purpose of compiling and providing detailed information necessary for the annual budget development process.
- **Projects** and plans the needs of future budgets to include cost analyses and proposals and budget allocation formulas for the purpose of ensuring compliance with all applicable district, county, state and federal regulations, policies, procedures and guidelines.
- **Provides** technical training, guidance and assistance to site and department personnel for the purpose of ensuring compliance with budget monitoring practices and procedures.
- **Trains** and supports site and department personnel in the current financial computer system.

**Other Job Functions:**

- **Assists** other department personnel for the purpose of supporting them in the completion of their work.
- **Attends** meetings as required for the purpose of maintaining skills and gathering and/or conveying required information.
- **Serves** as the Director of Fiscal services at his/her absence.

**Essential Job Requirements - Qualifications:**

- **Skills, Knowledge and/or Abilities Required:** Skill in the use of computers and accounting applications. Skill to guide and direct personnel. Knowledge of accounting policies, practices and procedures, principles and methods of budgeting for school districts, including revenue limit calculations and formulas. Knowledge of problem solving methodology, basic financial analysis and research procedures and modern office methods. Abilities to think logically with attention to detail, prepare clear, accurate and comprehensive financial reports. Ability to communicate effectively both orally and in writing; establishes and maintains effective working relationships; plan and organize. Ability to conduct technical analysis using various analytical techniques and apply data processing to budget preparation.
- **Physical Requirements:** Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, lift moderately heavy objects; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; sitting for long periods at a desk and in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification; have the ability to occasionally lift moderately heavy objects weighing up to 52 pounds, frequently lift up to 5 pounds and constantly lift a minimum of 5 pounds; have the capability to push 30 pounds maximum force and possess the capability to pull 30 pounds maximum force. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other atmospheric conditions include Fumes/Odors: Copier and copier products; paper dust generated from the use of paper goods, dust, etc.
- **Education and Training Required:** Graduate with a bachelor's degree in Accounting or related areas plus three (3) years of increasingly responsible experience in financial or statistical record-keeping, or seven (7) years of increasingly responsible experience in financial or statistical record-keeping.
- **Licenses, Certifications and Testing Required:**
  - Fingerprint/criminal justice clearance.
  - Tuberculosis clearance.

