

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**BUDGET ANALYST**

**JOB SUMMARY:**

Under the direction of an assigned manager, perform specialized and complex activities related to the monitoring of revenue, expenditure and cash flow information, State reporting and budget preparation; prepare a variety of statistical and narrative reports, analysis and summaries; assure compliance with guidelines, rules, regulations and procedures affecting budgetary actions.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Perform specialized and complex activities related to the monitoring of revenue, expenditure and cash flow information for all District funds, State reporting and budget preparation; ensure 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; 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.

Prepare journal entries and make budget adjustments as requested by principals and directors; review coding for correctness; verify accuracy of payroll reports; allocate charges and fringes to proper school locations; research and reconcile discrepancies; prepare cash deposit documentation and credit card transaction posting documents for various district activities.

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 in the District financial software.

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

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

Confer with district staff at all levels and assist in the resolution of budgetary concerns and related administrative issues.

Attend, conduct and participate in various meetings and committees as assigned.

**OTHER DUTIES:**

Complete special assignments as requested.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Advanced accounting and auditing principles, practices and procedures.

Financial, statistical and fiscal record-keeping principles.

Financial reporting procedures.

Preparation and maintenance of comprehensive accounting and budgetary records.

Applicable sections of State Education Code and other applicable laws.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Operation of a personal computer and assigned software including word processing, spreadsheets and databases applications.

Technical aspects of field of specialty.

District organization, operations, policies and objectives.

Policies and objectives of assigned program and activities.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Perform a variety of technical budgetary and accounting duties in the preparation, maintenance and control of District budgets.

Compile, analyze and record financial and statistical data.

Maintain and audit fiscal records and accounts.

Prepare a variety of local, County, State and federal financial reports and projections.

Assure compliance with applicable District policies, procedures and governmental regulations.

Balance budgets and accounts and reconcile financial statements.

Interpret and apply rules, regulations, policies and procedures.

Effectively plan and organize work.

Operate a variety of office equipment and machines including computer terminals, personal computers and spreadsheet applications.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Work independently, applying initiative and judgment in resolving problems.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Frequent interruptions.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.  
Seeing to read a variety of financial documents.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching to file and retrieve materials.  
Reaching overhead, above the shoulders and horizontally.  
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