

Mountain View Whisman School District Human Resources Department	Job Title: Budget Analyst
Classification: Classified Supervisory	Board Approval:

Position Description

Under general supervision of Chief Business Officer, this position provides independent, complex budget and financial analysis work required to administer the district’s finances, payroll, and purchase requisitions. The Budget Analyst will work together with curriculum and instruction departments to complete the LCAP financials. This position will operate with limited supervision and perform within the broad framework of standard policies and procedures.

Qualifications

- Bachelor degree, or academic or technical programs or experience determined to meet equivalency, required, Masters preferred, with an emphasis in business and/or accounting.
- Advance skill using a variety of computer applications, including word processing, database, spreadsheet, accounting software and communication software.
- Five years of accounting experience in the maintenance of financial or statistical records for large or medium sized institutions, school district experience desirable.
- Experience with comprehensive computerized data analysis and Enterprise Resource Planning (ERP) accounting systems.
- History of satisfactory work performance.
- Successful experience demonstrating tact, courtesy, positive attitude and maintaining cooperative relationships with those contacted during the course work.

Skills/Abilities

- Apply specific school budget, accounting and fiscal procedures and policies to practical situations.
- Auditing operations of a school district and conduct financial analyses.
- Interpret specific rules, laws and policies and apply them with good judgement.
- Requires ability to prepare analyses and write variance reports, which adequately communicate outcomes, problems and solutions.
- Demonstrate skill on a variety of computer applications, including word processing, database, spreadsheet and communication software.
- Requires ability to organize and prioritize work in order to meet rigid schedules and budget timelines.
- Analyze situations accurately and adopt an effective course of action.
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Maintain cooperative relationships with those contacted during the course of work.

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Knowledge

- Governmental accounting, laws and regulations of special projects.
- Financial recordkeeping, procedures and methods as they relate to school districts.
- Principles of business office management practices, county and other application software, calculators and operation of modern office equipment.
- Proper auditing procedures and financial reporting.
- Methods and practices of statistical and financial record keeping and financial terminology.
- Computer accounting systems.
- Microsoft Word, Excel, PowerPoint, GoogleDocs.
- English usage, spelling, grammar and punctuation.

Examples of Duties & Responsibilities

- Work directly with site/department administration and student services, including special education and general education, to implement financial and accounting processes in support of the managing and monitoring of their budgets.
- Assist and monitor the Purchase Order process.
- Review, analyze and maintain Department financial data, adjusting and correcting as needed.
- Responsible for internal audit functions assigned by the Chief Business Official.
- Audit financial records, reports and claims prepared by other department staff.
- Maintain a strong relationship with other departments to ensure understanding of and adherence to the business process.
- Analyze and reconcile payroll and accounts payable data with position control for certificated, classified and contracted staff.
- Preparation of a variety of financial reports and assist Chief Business Official in annual budget reporting, interim, and yearend reports.
- Work with curriculum and instruction departments to complete the LCAP financials.
- Advanced competency in MS Excel, Word, PowerPoint and GoogleDocs.
- Assist Chief Business Official with other tasks as assigned.

ADA Profile

Ability to stand and walk for extended periods of time; ability to sit, bend, kneel, perform grasping and handling motions and torso rotations on a continuous basis, lift, carry or move up to 25 lbs., ability to reach in all directions; adequate sight or corrected vision to read printed directions or instructions; hear and speak to communicate with co-workers, students and the public; dexterity of the hands and fingers to operate a computer keyboard and other office equipment.

Supervised by: Site or Department Administrator
Evaluated by: Site or Department Administrator