



## **BUDGET ANALYST**

**SALARY GRADE:** [C1-56](#)

### **DEFINITION:**

Under the direction of an assigned supervisor, prepare, maintain and monitor the campus budget; analyze data and provide high-level professional accounting and assistance to the budget officer, staff and other campus and/or District administration.

### **DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished from the Campus Budget and Enrollment Analyst classification by its level of independent judgment, complexity and performing of high-level technical, professional accounting work and direct reporting responsibility to the college budget officer.

### **EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Prepare, maintain, provide explanation, dissemination and adoption of the annual budget; identify and analyze significant budget to actual variances.
2. Oversee the technical implementation of the budget process as developed by the college budget officer; coordinate development, details and processing with appropriate staff and administrators within the college/district budget calendar.
3. Interact with college administrators, staff, and committees to inform them of the status of current operations.
4. Monitor expenditure and fiscal activities to assure appropriate use of funds.
5. Prepare manuals and train campus personnel on the preparation of budget materials, accounting procedures and policies.
6. Administer budget policies and procedures; ensure administrator awareness and adherence to policies and procedures.
7. Monitor current status of various projects to ensure continued financial viability and compliance with pertinent statutes and regulations.
8. Prepare financial data for quarterly and budget reports for the campus administration, to be provided to the District; analyze budget information and prepare a variety of reports related to budget status.
9. Identify and extract data from district databases and prepare reports.
10. Communicate with various college and/or District personnel and outside agencies to prepare and provide them with required reports.
11. Balance the budget in the financial reporting and human resources information systems, reconciling with federal, State and local agency reports; match human resources budget feeds to approved transfers and inputs to financial information system.
12. Coordinate with the Human Resources administrator to maintain, analyze and revise benefit rate tables; monitor and prepare reports related to benefit costs; prepare and process related corrections.

13. Research, analyze and recommend solutions to various complex budgetary and accounting problems.
14. Verify the availability of funds for personnel and purchasing.
15. Prepare, review and input budget, journal entries and year-round accruals; verify the availability of funds for Personnel and Purchasing.
16. Operate a computer and other office equipment.
17. Review, assist and coordinate various campus budget functions and train campus personnel.
18. Assist staff in routine tasks including the preparation of reports.
19. Attend meetings as assigned.
20. Perform related duties as assigned.

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

1. Generally accepted accounting and auditing principles, practices and procedures.
2. Reconcile, balance and audit various records and accounts.
3. Prepare comprehensive reports.
4. Grant agency practices, procedures and requirements.
5. Financial analysis and research procedures.
6. College budget, accounting, organization, operation and purchasing policies and objectives.
7. Applicable sections of State Education Code, State Budget and Accounting policies and other applicable laws.
8. Interpret, apply and explain rules, regulations, policies and procedures.
9. Modern office practices, procedures and equipment.
10. Interpersonal skills using tact, patience and courtesy.
11. Operation of a computer and assigned software.
12. Technical aspects of field of specialty.
13. College and District organization, operations, policies and objectives.
14. Oral and written communication skills.

##### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Perform a variety of technical accounting duties in the preparation, maintenance and control of college budgets.
3. Perform high-level professional accounting work in the analysis, maintenance and auditing of accounts affecting college-wide operations.
4. Direct, oversee, review and critique the work of other budget personnel or staff.
5. Maintain accurate financial records.
6. Assure compliance with applicable District policies, procedures and governmental regulations.
7. Reconcile, balance and audit budgets and accounts.
8. Plan, recommend solutions, coordinate, execute and evaluate solutions to budget and accounting problems.
9. Interpret and apply rules, regulations, policies and procedures.
10. Plan and organize work.
11. Operate a variety of office equipment and machines.
12. Establish and maintain cooperative and effective working relationships with others.
13. Work independently with little direction.
14. Meet schedules and timelines.
15. Compile, analyze and record financial and statistical data.

16. Communicate effectively both orally and in writing.
17. Analyze data and draw conclusions.
18. Show sensitivity to diverse environment.

### **Education and Experience**

Any combination equivalent to:

1. Bachelor's degree in accounting, finance or business administration or a related field.
2. Three (3) years increasingly responsible professional accounting experience.

### **License or Certification**

1. Possession of a valid class C California driver's license.

### **WORKING CONDITIONS:**

#### **Environment:**

1. Office environment.

#### **Physical Abilities:**

1. Hearing and speaking to exchange information in person and/or on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Sight to view computer monitor and read various materials.
4. Regularly stand, walk, and sit for extended periods of time.
5. Lift moderate to heavy objects up to 60 lbs.

Date Approved: March 1, 1999; Date Revised: October 21, 2011