



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>BUDGET & SPECIAL PROGRAMS ANALYST</u>			
DEPARTMENT/SITE:	Fiscal Services Department or assigned department	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	40 per 2023-2024 Schedule
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Director - Fiscal Services or assigned supervisor	FLSA:	Non-Exempt

BASIC FUNCTION:

Perform specialized and complex activities related to budget preparation, monitoring of revenue, expenditures, and categorical program budgets; oversee student attendance and Federal/State reporting; prepare a variety of statistical and narrative reports, analysis, and summaries; assist with grant audits and annual audits; ensure compliance with guidelines, rules, regulations, and procedures affecting student attendance reporting, categorical program expenditures, and other District budget requirements. The incumbents in this classification assist in supporting students by ensuring compliance for how funds are spent, the timeline to spend allocated funds, ensuring allocations are within the guidelines/budget, and reporting back to the state prior to deadlines which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Perform specialized and complex activities related to the preparation of categorical program and school site budgets, monitoring of revenue, expenditures, and categorical program budget information for 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 and the Local Control and Accountability Plan (LCAP); ensure compliance with funding criteria; monitor budget expenditures and approve transfers within District guidelines.

Monitor site/program staffing requirements; process personnel action requests from sites and departments; ensure staffing and budget allocations are within budgetary limits; compute costs of vacant positions, increasing/decreasing position hours, substitutes, hourly employees, and applicable fringe benefits; process salary adjustments in appropriate computer systems.

Prepare journal entries and make budget adjustments as requested by Principals and Directors; prepare journal entries for treasury transactions as received through auditor transfers; review coding for correctness; verify accuracy of payroll reports; allocate charges and fringe benefits to proper accounts; research and reconcile discrepancies; prepare cash deposit documentation and credit card transaction posting documents for various District activities.

Monitor purchase and warehouse requisitions for compliance; confirm allocations are within budgetary limits and account numbers are valid; make corrections to invalid account numbers, as necessary.

Monitor and cost account timesheets for compliance; confirm allocations are within budgetary limits and account numbers are valid; make corrections to invalid account numbers, as necessary.

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 utilizing the District financial software; assist Director and Manager - Fiscal Services in the preparation of periodic reports; update cash flow projections with actuals on a monthly basis; redistribute remaining totals.

Prepare site budget allocation worksheets and work with site administrators to monitor and align their budgets according to District guidelines and priorities.

Oversee and manage student attendance accounting activities performed by department staff and prepare periodic State attendance reports; monitor enrollment and class size reports and work with District administrators to identify and correct potential problems.

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

Work with various District staff and outside agencies to provide the budget information needed to apply for Federal, State, or Local grants; assist with grant audits and annual audits by providing supporting materials as needed.

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

Communicate with District staff and assist in the resolution of budgetary concerns and related administrative issues.

Maintain current knowledge of applicable provisions of federal, state, and student attendance laws and District policies, rules, and regulations.

Attend, conduct, and participate in various meetings and committees as assigned; drive a vehicle to conduct work.

Provide fiscal and budgetary training and technical guidance to District staff.

Participate in special assignments as requested.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General accounting, budget, and business functions of an educational organization.
Preparation, review, and control of assigned budgets and accounts.
Preparation of financial statements and comprehensive budget reports.
General theory and application of budgetary planning and control in a school system.
Financial and statistical record-keeping techniques.
Methods, procedures, and terminology used in technical accounting work.
Applicable laws, codes, regulations, policies, and procedures.
Financial analysis and projection techniques.
Data control procedures and data entry operations.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Modern office practices, procedures, and equipment.
Operation of a computer and assigned software.
Mathematical calculations.

ABILITY TO:

Perform a variety of specialized accounting duties to assist in the preparation, analysis, and maintenance of District budgets.
Maintain accurate financial and statistical records.
Analyze financial data and prepare reports, forecasts, and financial recommendations.
Review, process, evaluate, and verify a variety of budgetary and financial information.
Identify, investigate, and resolve financial errors and discrepancies.
Assemble, organize, and prepare data for records and reports.
Reconcile, balance, and audit assigned budgets and accounts.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Compare numbers and detect errors efficiently.
Communicate effectively both orally and in writing.
Train and provide technical guidance to staff.
Establish and maintain collaborative and effective working relationships with others.
Work independently with little direction.
Plan and organize work to meet deadlines.
Meet schedules and timelines.
Operate a computer and assigned software.
Keyboard or input data at an acceptable rate of speed and accuracy.
Perform mathematical calculations with speed and accuracy.

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Maintain qualification for automobile insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard, mouse, and other office equipment.

Seeing to read, prepare, and ensure the accuracy of a variety of documents.

Sitting or standing for extended periods of time.

Kneeling, bending the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and materials.

Pushing, pulling, lifting, and carrying supplies and equipment.

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

JOB CLASS HISTORY

Approved: GB 08/11/15; PC 08/27/15 (New Position) Rev. 10/20

2024 Revised (EH&A / MGT Consulting) GB: 06/11/24 PC: 05/23/24