BERKELEY UNIFIED SCHOOL DISTRICT Human Resources Department

CLASSIFICATION AND POSITION DESCRIPTION

TITLE	Budget Analyst I	REPORTSTO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Fiscal Services	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR HOURS	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE	Schedule: 56 Range: 59

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized financial accounting duties to assist in the preparation, analysis and maintenance of designated budgets; evaluate and project annual income and expenditures to determine budget requirements; prepare, maintain and assure accuracy of related budgetary and financial records and reports.

DISTINGUISHING CHARACTERISTICS:

The Budget Analyst I is assigned to a small number of departments with straightforward budget processes.

The Budget Analyst II is assigned large programs with complex budget structures and large dollar impacts. Work assigned requires a better understanding of District operations and functions requiring operational and organizational knowledge.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES

Perform a variety of specialized financial accounting duties to assist in the preparation, analysis and maintenance of designated program, grant, department and/or special budgets; assure compliance with established budgetary guidelines, rules, regulations, policies and procedures

Monitor financial activity of assigned accounts; monitor expenditures and revenue; post expenditures to appropriate account; adjust accounts as appropriate; compare expenditures with financial records to verify and assure accuracy

Input a variety of budgetary and other financial data into an assigned computer system; maintain various automated records and files; initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and statements; assure accuracy of input and output data

Maintain, audit and reconcile assigned budgets; assemble, match, sort, tabulate, check and post a variety of financial and statistical data including income and expenditures; review, adjust and assure accuracy of journal entries; balance and adjust accounts

Research, compile, prepare and revise financial data related to assigned budgets, accounts and activities; prepare and maintain a variety of auditable financial records, reports and files related to budgets, accounts, income, expenditures and assigned activities

Process and evaluate various forms and applications as assigned; compare and reconcile forms, statements, records, reports and other financial documents; identify errors and resolve discrepancies; input and initiate account transfers as needed

Evaluate and project annual income and expenditures to determine budget requirements; analyze budgetary data and provide administrators with recommendations concerning budget development, projections and administration

ABILITY TO:

Perform a variety of specialized financial accounting duties to assist in the preparation, analysis and maintenance of designated budgets

Evaluate and project annual income and expenditures to determine budget requirements

Maintain accurate financial and statistical records

Analyze financial data and prepare reports, forecasts and recommendations

Verify, balance and adjust budgets and accounts

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

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