



BUDGET ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, performs professional and technical work pertaining to the development, analysis, review and administration of the District's budget; coordinates the annual budget development process; analyzes budget requests and submissions; tracks budgetary data on an ongoing basis; prepares complex budget-related reports; and performs related work as assigned.

CLASS CHARACTERISTICS

This is a full working-level professional class that describes a wide range of professional technical duties that require an understanding of standard professional accounting and financial principles. Although an incumbent does not directly supervise subordinate professional staff, work may include supervision over clerical or technical staff.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

- Coordinates the development and administration of the District's budget; formats and prepares budget templates and documents; requests and receives budgetary requests from department heads and monitors submissions for adherence to deadlines; and assists department staff with budget activities, e.g., proper expenditure coding, document preparation and other fiscal activities.
- Processes and reviews annual budget submissions; analyzes requests based on historical and projected expenses; provides recommendations to executive staff regarding budgetary adjustments and/or efficiencies.
- Inputs trial balance into District financial statement templates and reviews for accuracy; assigns program budget numbers, object numbers, income numbers and balances.
- Coordinates and administers the capital projects budget; organizes and reconciles expenditures and depreciation to the general ledger.
- Assists in providing oversight of all District fiscal and financial activities; conducts budget variance analyses; prepares budget projections and analyses, including

those related to water production and sales; recommends and implements budget adjustments as needed.

- Conducts and participates in special projects and cost studies, such as those pertaining to water, sewer, and community facility bond issues.
- Compiles fiscal information (e.g., profit and loss reports, reimbursement reports, manuals, reporting procedures, internal controls, charts of account structures, etc.) and prepares a wide variety of budgetary and finance-related reports.
- Maintains a variety of manual and electronic files and/or records (e.g., cost analyses, payroll data, financial reports, budgets, etc.).
- Assists with the reconciliation of other public agency reports.
- Participates in the development of computerization enhancements as assigned; reviews and posts financial information to the District website.
- Performs related duties and responsibilities as required.

QUALIFICATIONS GUIDELINES

Knowledge of

- Principles and practices of public administration, including budgeting, accounting and financial administration.
- Governmental, fund and general accounting principles, practices and procedures.
- Federal, state, and local laws, regulations, and policies pertaining to accounting and finance in a public agency.
- The requirements and procedures associated with public agency records management.
- The use of standard office equipment, including personal computers and computerized applications related to accounting and financial administrative work.
- Principles and methods of mathematics as required to perform financial and accounting work.
- Basic supervisory principles and practices.

Ability to

- Analyze fiscal data and draw logical conclusions.
- Prepare and recommend complex budgets.
- Understand, interpret, explain and apply fundamental principles, laws, policies and procedures pertaining to public agency budgeting and accounting.
- Reconcile differences within financial record systems, using an understanding of the relationships between accounting records and documents.

- Prepare and maintain manual and computerized financial reports, including ledgers and journals.
- Analyze technical and operational issues and problems, evaluate alternatives, and reach sound conclusions and recommendations for action and improvement.
- Prepare statistical, narrative and other reports as required.
- Use mathematics as necessary to perform the full range of fiscal and financial work.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those encountered during the course of the work.

Education

Graduation from an accredited four year college or university with a bachelor's degree in accounting, finance, economics, public administration, or a related field.

Experience

Two years of professional accounting or other financial administrative experience that included significant budgetary responsibility.

Licenses/Certificates

- Possession of a valid California driver's license, Class C or higher, may be required.
- Possession of, or ability to obtain, certification from District-provided CPR/First Aid training is required.

Physical Requirements

The following abilities are considered necessary to successfully perform the essential functions of this class; however, applicants who request accommodation will be considered on a case-by-case basis.

Ability to: communicate orally, in person and by telephone, in face-to-face, one-to-one, and group settings; sufficient manual dexterity to use office equipment such as computers, copiers, telephones and FAX machines; sit for extended periods of time; have hearing and vision within normal ranges; frequently lift, carry, push or pull 25 pounds; travel as necessary to conduct District business.

FLSA: Exempt
Range: 128
Union: Non-Represented
Reviewed: May 25, 2011