

**San Jose · Evergreen Community College District
Confidential Job Description**

Position: Budget Analyst

Department: Fiscal Services

Location: District Offices

Date: 7/9/15

POSITION PURPOSE

Under the direction of the Executive Director of Fiscal Services or assigned administrator, the Budget Analyst performs all aspects of the budgetary function and other related fiscal responsibilities. This position prepares, maintains, and monitors the District budget; analyzes data and provides budget information on matters associated with collective bargaining; and assists in preparing budget reports to the District administration. Incumbent assigned in this classification is exposed to sensitive information with respect to employer-employee relations during negotiation process and is designated as Confidential classification.

KEY DUTIES and RESPONSIBILITIES

1. Prepare, review, and input budget related entries in the District financial systems.
2. Analyze and identify significant budget to actual variances for the current and prior fiscal years, and identify decision points for review by fiscal administrators.
3. Oversee the technical implementation of the budget process according to an established budget development calendar.
4. Interact with administrators, staff, and committees to inform them of the status of current operations.
5. Work closely with the colleges to monitor expenditures and revenues as necessary to assure appropriate use of funds.
6. Monitor current status of various projects to assure continued financial viability and compliance with pertinent statutes and regulations such as Fifty Percent Law.
7. Validate the availability of funds for transactions related to employment costs.
8. Provide information to various offices on account codes, budget status, and related information.
9. Administer budget systems, policies, and procedures as assigned.
10. Prepare financial data for quarterly reports to the State and budget reports for the Board of Trustees; analyze budget information and prepare a variety of established and ad hoc reports.
11. Prepare manuals to train campus personnel on the preparation of budget materials, accounting procedures, and policies.
12. Communicate with various internal departments and outside agencies to prepare or provide them with required reports.
13. Balance the budget in the District's budget and financial management systems, reconciling with Federal, State and local agency reports.

14. Coordinate with Human Resources to maintain, analyze, and revise personnel budgets, including benefit rate tables; monitor and prepare reports related to benefit/personnel costs; prepare and process related corrections in respective databases.
15. Research, analyze and recommend solutions to various complex budgetary and accounting problems.
16. Research financial data from various units and other funding sources including tuition and fees, grants and contracts, auxiliary enterprises, fundraising and other sources of revenue to support an integrated budget and resource planning model.
17. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Generally accepted accounting and auditing principles, practices, and procedures.
2. Grant agency practices, procedures, and requirements.
3. Financial analysis and research procedures.
4. California community college budgeting, accounting, purchasing, and organizational policies and procedures.
5. Applicable sections of State Education Code, State Budget and Accounting Manual requirements, and other applicable laws and regulations.
6. Modern office procedures, methods and computer equipment.
7. District budget, accounting, organization, and operation policies and objectives.
8. Integrated financial management systems and high proficiency in Excel.
9. Technical aspects of field of specialty.

Skills and Abilities to:

1. Reconcile, balance and audit various records and accounts.
2. Compile, analyze and record financial and statistical data.
3. Prepare comprehensive reports and make solutions.
4. Interpret, apply, and explain rules, regulations, policies and procedures.
5. Direct, oversee, review and critique the work of others.
6. Operate a variety of office machines including computer devices.
7. Use Microsoft Office software effectively.
8. Maintain accurate financial records and files.

9. Communicate clearly and concisely, both orally and in writing.
10. Work independently in the absence of supervision.
11. Establish and maintain cooperative working relationships with those contacted in the course of work.

Education and Experience:

1. Bachelor's degree in accounting, finance, or business administration.
2. Three years of increasingly responsible professional accounting or budgeting experience.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic back of groups historically underrepresented, and groups who may have experienced discrimination.

WORKING CONDITIONS

Environmental Conditions:

1. Typical office environment.

Physical Conditions:

1. Essential and other important functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

Board Approved: 7/8/15
Salary Schedule: C-125
EEO Category: 2B2 – Professional