

**JOB DESCRIPTION**  
**Grossmont Union High School District**

**BUDGET ANALYST**

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**Purpose Statement:**

The job of Budget Analyst is done for the purpose/s of performing difficult and very complex accounting and auditing duties in assisting the Executive Director, Fiscal Services in the preparation and maintenance of budgets, financial reports and accounting records. Incumbents in this classification provide students and staff with fiscal services which in turn directly supports learning.

This job reports to Executive Director, Fiscal Services

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**Essential Functions**

- Assigns program budget numbers, object numbers, income numbers and balances for the purpose of maintaining chart of accounts and financial records and systems in compliance with district and county guidelines, policies and procedures.
- Assists Executive Director, Fiscal Services for the purpose of ensuring an efficient and effective work environment, enhancing productivity, and achieving objectives.
- Assists in budget development for the purpose of achieving District objectives within budget.
- Audits various accounts, records and systems for the purpose of identifying discrepancies, resolving problems and issues and/or ensuring conformity to State and district accounting requirements.
- Collaborates with various district departments for the purpose of providing information related to financial accounting procedures, policies and requirements and/or reconciling major data bases and systems.
- Compiles a variety of fiscal information (e.g. profit and loss reports, reimbursement reports, manuals, reporting procedures, internal controls, chart of accounts structure, etc.) for the purpose of providing information to others for implementation and action.
- Coordinates assignments of assigned accounting staff for the purpose of ensuring efficient and timely completion of work in accordance with established standards and practices.
- Develops function specific computer applications (e.g. spreadsheets, databases, commercial software, etc.) for the purpose of providing computerized processes for cost analysis, forecasting and reporting.
- Develops special and regular reports (e.g. annual budget spreadsheets, running salary and benefit projections, etc.) for the purpose of extracting and summarizing budget and financial data from the financial systems for management and school board information needs and decision-making and for meeting state reporting requirements.
- Maintains a variety of manual and electronic files and/or records (e.g. cost analyses, payroll data, financial reports, budgets, etc.) for the purpose of maintaining an up-to-date trail for reference and ensuring compliance with established regulations.
- Monitors a wide variety of financial information (e.g. position controls, staffing units, salaries, benefits, etc.) for the purpose of maintaining an up-to-date trail for reference and ensuring compliance with established regulations.
- Prepares a wide variety of documents (e.g. reports, budgets/accounting transactions, income and costs analysis, financial reports, correspondence, requisitions, long-term debt schedules, etc.) for the purpose of providing complete and accurate documentation and/or audit trail.
- Processes financial documents, materials and data (e.g. budget detail, projections, report data, staffing units, etc.) for the purpose of disseminating information in compliance with established requirements.
- Provides fiscal oversight and guidance for all categorical programs and grants for the purpose of achieving District objectives within the budget.

- Recommends appropriate expenditure plans for all categorical programs and grants for the purpose of providing information and monitoring expenditures.
- Reconciles Districtwide personnel salary and benefit data for the purpose of identifying discrepancies, resolving problems and/or issues, and ensuring efficiency of operations.
- Reviews all grant applications for the purpose of ensuring fiscal compliance with established regulations.
- Reviews items (e.g. program budget numbers, object numbers, income numbers and balances) for the purpose of maintaining chart of accounts, financial records, and systems in fiscal compliance with District and County guidelines, policies and procedures.
- Reviews the work of assigned accounting staff for the purpose of ensuring that accounting assignments are completed to meet District standards.

**Other Functions**

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Attends inservice, classes, workshops, conferences, etc. for the purpose of conveying and/or receiving information.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing accounting procedures; preparing and maintaining accurate records; compiling and analyzing financial; and statistical information and data.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; principles, practices and procedures of accounting including budget development, payroll, accounts payable and accounts receivable; applicable sections of State Education Codes and other federal, state, county and district laws policies, rules, and regulations.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 75% sitting, 5% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Bachelors degree in job related area.

**Required Testing**

As required for position

**Continuing Educ. / Training**

None Specified

**Certificates & Licenses**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

12/14/2006

**Salary Grade**

Unit II 62