

## Citrus College

## Position Description

Position: Budget Analyst	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 42

### Summary

Provides accurate and timely budget information on financial data that can be used for current and future budget decisions. Serves as advisor to administrators concerning budget issues. Facilitates certain aspects of the budget development process and budget administration such as fund transfers.

### Distinguishing Career Features

The Budget Analyst is the senior most technical position in the accounting career path requiring specialized knowledge and education in municipal accounting practices, procedures, and techniques, as well as a working knowledge of the budget development and job control process. Advancement to this position requires a level of accounting knowledge equivalent to attainment of an Associates Degree and a demonstration of competency in assembling budget documents, performing budgetary research, monitoring expenditures, and preparation of special reports.

### Essential Duties and Responsibilities

- Assists with the budget development process for the College by facilitating certain aspects of its preparation, administration, and execution. Assists the Director with advisement to administrators on preparation and interpretation of budget items.
- Prepares and distributes documents and schedules to support the budget planning and development process. Provides training and technical assistance to the staff who are researching and preparing department and/or program budgets.
- Participates in the preparation of period financial statements, including variance analysis, for advisory Boards and Administrators. Assists in preparing budget-related presentation materials for the Board and Administration.
- Facilitates and prepares line item transfers. Reviews expense and other requisitions for compliance with applicable standards, rules and regulations, and approved budgets, analyzing variances and resolves variances with department heads.
- Coordinates input of budget data. Implements procedures for specialized budgets. Analyzes budget reports to assure expenditures do not exceed appropriations. Enters pre-encumbered funds onto an automated accounting system using a data entry screen. Inputs data, performing calculations and account item transfers.
- Interprets and administers the policies, rules and regulations of the Board. Works with department heads to complete financial transactions with established parameters.

- Provides technical expertise to senior staff for budget/financial areas. Provides financial and budget analysis as needed by senior staff. Performs special financial data gathering for items such indirect costs and overhead allocations that would be applied to special funds and categorical programs.
- May maintain a college-wide job control capability. Develops and administers a system for coding jobs. Monitors allocation of jobs. Verifies new and relocated jobs, answering staffing level questions, ensuring proper account and coding.
- May provide technical support to departments accessing computerized accounting systems and databases that contain financial and statistical information. May assist departments in cost-benefit analysis of project, program, and related proposals.
- Prepares elements of Federal, State and local financial reports.
- Provides assistance to other accounting staff on an as-needed basis to balance fluctuations in work flow.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### ▪ **Knowledge and Skills**

The position requires considerable knowledge of the principles and procedures of accounting, auditing and finance with additional expertise in budget preparation, administration and control. Requires in-depth knowledge of generally accepted financial processes and programs and of Federal, State and local laws and regulations applying to College financial operations. Requires a working knowledge of audit requirements including schedules and documentation. Requires a working knowledge of automated accounting systems and relational databases. Requires a basic knowledge of the practices and techniques in accumulating cost accounting information, including allocation of accounting data to determine standard costs or rates. Requires well-developed math skills to perform complex accounting and statistical computations. Requires sufficient language skills to prepare reports suitable for external publishing. Requires well developed human relations skills to explain complex and detailed information, work with staff in advisory and enforcement capacities, and facilitate and train staff in budget processes.

### ▪ **Abilities**

Requires the ability to perform the essential responsibilities and work tasks of the position. Must be able to prepare complex analyses and write reports which adequately communicate problems and solutions. Must be able to organize and prioritize work in order to meet rigid schedules and budget timelines. Requires the ability to communicate and work with a wide range of contacts including senior officials, senior administrative staff, and peers. Requires ability to initiate and conduct technical research, complete complex arithmetic, algebraic and statistical computations, solve highly technical problems associated with financial transactions.

### ▪ **Physical Abilities**

Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key plus arm/hand movements to retrieve work materials and operate a variety of general office

equipment. Requires visual acuity to read words and numbers. Requires auditory ability to carry on conversations over the phone and in person.

- **Education and Experience**

The position requires a Bachelor's degree in accounting or finance or equivalent plus three years of relevant experience in municipal accounting, budgeting, or closely related field. Alternatively, an Associate's degree may be accompanied by seven years of progressively responsible experience.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.