

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Budget Analyst

CLASSIFICATION: Classified Confidential

SERIES:

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices; operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Prepare extensive, frequent, detailed, and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations; assist management in the preparation of proposals for collective bargaining. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with a major in accounting or related field, and six years increasingly responsible experience in accounting, construction accounting, auditing, financial, or statistical record-keeping.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

| | |
|-------------------------|-------------------|
| Keyboarding..... | 60 Correct WPM |
| Word..... | 95% Overall Score |
| Excel / Access | 95% Overall Score |
| General Accounting..... | 95% Overall Score |

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Government accounting principles and report submission.
 California school district fiscal and budget procedures, and reporting requirements.
 Preparation of financial reports and schedules.
 Local, state, and federal reporting and accounting guidelines, rules, and regulations.
 Technical aspects of field of specialty.
 Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
 District organization, operations, policies, and procedures.
 Bargaining unit reports, labor relations, and negotiations.
 Operation of a computer, related software, and standard office equipment.
 Paperless electronic filing systems.
 Research methods, and report writing and recordkeeping techniques.
 Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.
 Interpersonal skills using tact, patience, and courtesy.
 Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.
 Analyze and interpret complex fiscal records and documents.
 Prepare extensive, frequent, detailed, and accurate bargaining unit reports, and assemble confidential and sensitive information related to labor relations and negotiations.
 Operate a computer, related software, and standard office equipment.

Research, analyze, compile, and verify data, and prepare accurate and complete financial reports.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
Exercise analytical and independent judgment.
Analyze situations accurately, and adopt an effective course of action.
Work confidentially with discretion, and complete work with many interruptions.
Communicate effectively, both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Work in a team environment.
Compose correspondence and written materials independently.
Lift light objects according to safety regulations.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office and site environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, bend at the waist, and kneel or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information; see to read and assure accuracy of financial and fiscal records and reports; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

NOTE: This job class has been designated “Confidential” by the Board of Education in accordance with the Rodda Act.

(Former Title: Fiscal Analyst III)