

BARSTOW COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION CLASS TITLE: BUDGET ANALYST

BASIC FUNCTION:

Under the direction of the Vice President of Administrative Services or appropriate supervisor, perform complex and technical budget developing, maintenance, analysis and reporting functions for the district; conduct budget and financial studies and make recommendations based on findings; serve as a resource for staff in obtaining reports and information from county financial systems; complete a variety of accounting duties in support of budgeting and financial reporting.

REPRESENTATIVE DUTIES:

Complete complex and technical budget and financial studies; collect, compile and analyze budget related data and make recommendations based on findings.

Conduct a detailed budget analyses including revenue and expense projections, five-year budget forecasts, and hypothetical budget scenarios.

Develop and coordinate the annual budget process; prepare reports and projections comparing multi-year budget process; prepare reports and projections comparing multi-year budget revenue and expenses; assist departments in determining costs for future needs; perform a variety of accounting duties in support of budgeting and financial record keeping and reporting.

Monitor and analyze revenues and expenditures throughout the fiscal year; monitor department budgets; confer with department representatives regarding budget allocations and mandated state financial reports; recommend corrective action for departmental budgets as needed.

Analyzes and interprets legislative, state and federal directives. Coordinate and implement necessary recommendations with policies concerning budget accountability for funds operated by District or program

Prepares Federal, State and local revenue and expenditure budgets associated with categorical and fee-based programs. Review, develop, and maintain budgets; participates in preparing the periodic budget update document

Prepare financial data for collective bargaining negotiations.

Prepare a variety of reports as required; serve as a resource for District staff in obtaining reports and information from the district and county financial systems.

Monitor and maintain internal controls over financial processes. Conduct internal financial audits as directed.

Submit mandated cost reimbursement claims to the state controller's office.

Maintain District Chart of Accounts definitions.

Conduct research and prepare reports; research records and obtain information for other offices and agencies as necessary.

Perform other job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Budget development process, fiscal policies, and controls.

District organization, operations, policies, and objectives.

Financial analysis and budget projection processes.

Fiscal research procedures.

Laws, rules and regulations concerning assigned budget analysis duties.

Applicable sections of the State Education Code and other regulations.

California Community Colleges Chancellor's Office reporting requirements.

Research methods and report writing techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy. Record-keeping techniques.

Common office software, including word processors, spreadsheets, and presentation programs.

ABILITY TO:

Complete complex technical budget analysis functions.

Prepare, maintain and review District financial records, accounts and reports.

Develop expertise with county financial systems.

Develop spreadsheets for use in financial forecasts and budget development.

Develop presentations for distribution at Board and committee meetings.

Maintain a positive image of the district throughout the community.

Reason logically, draw valid conclusions and make appropriate recommendations. Analyze situations accurately and adopt an effective course of action.

Learn and apply laws, rules, and regulations involved in assigned activities.

Identify and obtain information from outside sources.

Plan and organize work.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written directions.

Work confidentially with discretion.

Work independently with minimal supervision.

Meet schedules and timelines.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Solve mathematical problems accurately.

EDUCATION AND EXPERIENCE:

Bachelor's degree in business management, finance, accounting, or related field and two (2) years of related experience, or Associate's degree and six (6) years of related experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; subject to constant interruptions

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer and standard office equipment; sitting or standing for extended periods of time; bending at the waist; reaching overhead, above the shoulders and horizontally to retrieve files and supplies; and hearing and speaking to exchange information on the telephone or in person.

CONDITIONS OF EMPLOYMENT:

A full-time (40 hours per week) exempt management position. Placement on the Administrative/Management/Confidential Salary Schedule is Range 14. This position is subject to evening hours and weekends.

Board approved: 8/21/2024