

Alameda County Office of Education

JOB TITLE: Budget Analyst/Accountant I (Range 19 CSEA)

JOB SUMMARY:

Provides technical assistance and training in budgeting, finance, accounting, purchasing and related business matters to School District Business Officials; performs audits of records and project expenditures for compliance with GAAP, Federal and State laws and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Audits records, project expenditures and internal controls for compliance with GAAP, Federal, and State laws and regulations.

Provides business support, technical assistance, and training to school district business offices on the development of budgets, accounting systems, finance, purchasing, pupil attendance, deferred maintenance, food services, and cost reduction programs.

Coordinates the compiling and filing of various reports with other governing agencies.

Prepares narratives and reports findings; makes recommendations.

Performs on-site reviews of school districts operations.

Creates and updates operating and instruction manuals.

Reviews districts' and County Office Independent Audit Reports for noncompliance items.

Assists in the development and implementation of new accounting and budgeting systems and procedures.

Conducts in-service training workshops.

May perform an oversight of account specialist in internal financial processing functions.

May provide individualized training in personal computer operation and budgeting software.

Reviews and prepares budgets and financial analyses.

Reconciles cash statements.

Prepares payroll tax reports, unemployment insurance reports and other similar reports.

Assists school districts with cash transfers, wires, and deposits; audits, approves and posts all cash entries on behalf of districts and charter schools; monitors cash balances.

Performs specialized budgeting functions requiring knowledge of specific budgeting procedures.

Performs related duties as required.

Budget Analyst/Accountant I (continued)

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABILITY TO

Interpret, explain, and implement rules, laws, regulations, and procedures.
Audit and review accounting entries, statements, and reports.
Read, understand, interpret, and implement technical instructions, manuals and documents.
Conduct training programs; make presentations to groups.
Operate computers and related software of assigned programs.
Write procedural instructions and manuals.
Prioritize and schedule work.
Analyze, prepare, and monitor a budget.
Explain and enforce polices and regulations.
Meet schedules and time lines.
Plan, coordinate and document projects.
Maintain up to date knowledge of regulations.
Represent the department at meetings.
Establish, maintain effective relationships.
Operate a computer and related software.
Train and provide work direction to others.

KNOWLEDGE OF

Accounting and auditing in a school district environment, including GAAP, Federal and State laws and regulations regarding assigned programs.
Principles, practices, and necessary internal controls associated with sound cash and fiscal management.
Research and reconciliation methods and procedures.
Financial reporting requirements.
Purchasing rules and regulations.
Automated data processing systems.
State reporting deadlines and principles of school district funding.
Specialized budgeting and finance programs as assigned.
Budget preparation and control.
Goals, polices and objectives of school budgeting and finance.
Department operations and policies.
Interpersonal skills.
Correct written and spoken English.
Technical aspects of budget accounting.
Financial recordkeeping.
Computer operation and software related to assigned programs.

EDUCATION and/or EXPERIENCE

Associate's degree in accounting or business administration; three years related experience with increasing responsibility in accounting, auditing or financial analysis, preferably in a school district or county office of education; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents and procedure manuals related to school finance. Ability to write reports and correspondence. Ability to speak effectively in training seminars and workshops.

Budget Analyst (continued)

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide using whole numbers. Ability to compute rate, ratio, and percent and to create and interpret graphs. Ability to understand and apply financial mathematics as related to school finance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California drivers license.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The employee may be required to attend evening meetings and travel, and may be required to work evenings or weekends. The noise level in the work environment is usually quiet.

Approved By Personnel Commission

Approved Date: February 19, 2009